

**AGENDA  
REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, OCTOBER 12, 2015  
7:00 P.M. – CITY HALL**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Approval of Additions to the Agenda (Council Action-Motion)

**B. CONSENT CALENDAR – NOTICE TO THE PUBLIC** – All items here listed are considered to be routine by the City Council and will be acted on by one motion. There will be no separate discussion on these items unless a Citizen or Councilmember so requests:

1. Regular Council Meeting Minutes of September 14, 2015
2. Special Council Meeting Minutes of September 29, 2015
3. City – Month End Revenue Report dated September 2015
4. City – Month End Expenditures Report dated September 2015
5. September 2015 Budget to Actual Analysis
6. Pledged Collateral Report from Mike Lyonais
7. Memo dated October 12, 2015 from Mike Lyonais Re: Recommendation to Close Bank Account
8. Crosslake Communications Balance Sheet, Income Statement and Detail of Reserve Balances dated 8/31/15
9. Crosslake Communications Check Register for 8/1/15 to 8/31/15
10. Crosslake Communications Advisory Board Meeting Minutes of September 29, 2015
11. Crosslake Communications Customer Counts
12. Crosslake Police Department Report – September 2015
13. Crosslake Police Department Report for Mission Township – September 2015
14. Fire Department Report – September 2015
15. Monthly Planning and Zoning Statistics
16. Planning and Zoning Commission Meeting Minutes of August 28, 2015
17. Crow Wing County Water Plan News dated October 7, 2015
18. Press Release dated October 2, 2015 Re: 2016 Aquatic Invasive Species Plan
19. Crosslake Park/Library Commission Meeting Minutes of August 26, 2015
20. Crosslake Roll-Off Recycling Report for September 2015
21. Economic Development Authority Meeting Minutes of September 2, 2015
22. Resolution Accepting Donations
23. Bills for Approval

**C. PUBLIC FORUM - No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three minute time limit.**

**D. MAYOR'S REPORT**

## **E. CITY ADMINISTRATOR'S REPORT**

1. LG214 Premises Permit Application from Merrifield Marathons Inc for Pull Tabs at The Cedar Chest (Council Action-Motion)
  - a. League of MN Cities Information Memo Re: Lawful Gambling
  - b. Email dated September 22, 2015 from Mark LaFon Re: Gambling License at Cedar Chest
2. Memo dated October 5, 2015 from MN Revenue Information and Education Section Re: Boards of Appeal and Equalization: Compliance Date, Certification Forms and Online Training (Council Information)

## **F. COMMISSION REPORTS**

### **1. PLANNING AND ZONING**

- a. Memo dated October 12, 2015 from Jon Kolstad Re: Chapter 26, Land Use Ordinance Proposed Changes
  1. Article 11 Shoreland District Standards
  2. Article 12 Rural Residential District Standards
  3. Article 33 Signs
  4. Article 36 Accessory Structure Standards
  5. Article 43 Definitions
  6. Ordinance No. 326 Summary
- b. Memo dated October 12, 2015 from Jon Kolstad Re: Planning Commission/Board of Adjustment Proposed Revisions to the City of Crosslake Nuisance Ordinance (Chapter 30) (Council Action-Motion)

### **2. CROSSLAKE COMMUNICATIONS**

- a. Highlights Report for September 2015 (Council Action-Motion)

### **3. PARK AND RECREATION/LIBRARY**

- a. Staff Report dated October 7, 2015 from Jon Henke (Council Information)

### **4. PUBLIC WORKS COMMISSION**

- a. Public Works Commission Meeting Minutes of October 5, 2015
- b. Letter dated October 6, 2015 from WSN Re: Proposal for Engineering Services – Design/Bidding/Construction Milinda Shores Bridge Channel Reinforcement (Council Action-Motion)

## **G. CITY ATTORNEY REPORT**

1. Discuss Proposed Ordinance to Enforce Administrative Offenses
2. Closed Session pursuant to M.S. 13D.05, Subd. 3b subject to attorney client privilege to discuss pending litigation/ Jerry Bilski Road Vacation

## **H. OLD BUSINESS**

## **I. NEW BUSINESS**

**J. PUBLIC FORUM – No action will be taken on any of the issues raised. If appropriate, the issues will be placed on the agenda of a future council meeting. Speaker must state their name and address. Each speaker is given a three minute time limit.**

**K. ADJOURN**

B. 1.

**REGULAR COUNCIL MEETING  
CITY OF CROSSLAKE  
MONDAY, SEPTEMBER 14, 2015  
7:00 P.M. – CITY HALL**

The Crosslake City Council met in the Council Chambers of City Hall on Monday, September 14, 2015. The following Council Members were present: Mayor Steve Roe, Gary Heacox, Mark Wessels, Dave Schrupp, and Brad Nelson. Also present were City Administrator/Consultant Dan Vogt, Finance Director/Treasurer Mike Lyonais, City Clerk Char Nelson, Public Works Director Ted Strand, Police Chief Bob Hartman, Park Director Jon Henke, Crosslake Communications General Manager Kevin Larson, Crow Wing County Land Service Supervisor Chris Pence, Crow Wing County Land Service Specialist Jon Kolstad, City Attorney Brad Person, Northland Press Reporter Kate Perkins, and Echo Publishing Reporter Dan Determan. There were approximately fifteen people in the audience.

**A. CALL TO ORDER** – Mayor Roe called the Regular Council Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited. MOTION 09R-01-15 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO APPROVE THE ADDITIONS TO THE AGENDA. MOTION CARRIED WITH ALL AYES.

**B. CONSENT CALENDAR** – MOTION 09R-02-15 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO APPROVE THE FOLLOWING ITEMS LISTED ON THE CONSENT CALENDAR:

1. BUDGET WORKSHOP MEETING MINUTES OF AUGUST 6, 2015;
2. REGULAR COUNCIL MEETING MINUTES OF AUGUST 10, 2015;
3. SPECIAL COUNCIL MEETING MINUTES OF SEPTEMBER 3, 2015;
4. CITY – MONTH END REVENUE REPORT DATED AUGUST 2015;
5. CITY – MONTH END EXPENDITURES REPORT DATED AUGUST 2015;
6. AUGUST 2015 BUDGET TO ACTUAL ANALYSIS;
7. PLEDGED COLLATERAL REPORTS FROM MIKE LYONAIS;
8. CROSSLAKE COMMUNICATIONS BALANCE SHEET, INCOME STATEMENT AND DETAIL OF RESERVE BALANCES DATED 7/31/15;
9. CROSSLAKE COMMUNICATIONS CHECK REGISTER FOR 7/1/15 TO 7/31/15;
10. CROSSLAKE COMMUNICATIONS ADVISORY BOARD MEETING MINUTES OF AUGUST 28, 2015;
11. CROSSLAKE COMMUNICATIONS CUSTOMER COUNTS;
12. CROSSLAKE POLICE DEPARTMENT REPORT – AUGUST 2015;
13. CROSSLAKE POLICE DEPARTMENT REPORT FOR MISSION TOWNSHIP – AUGUST 2015;
14. FIRE DEPARTMENT REPORT – AUGUST 2015;
15. NORTH MEMORIAL AMBULANCE RUN REPORT – AUGUST 2015;
16. MONTHLY PLANNING AND ZONING STATISTICS;
17. PLANNING AND ZONING COMMISSION MEETING MINUTES OF JULY 24, 2015;
18. LETTER DATED AUGUST 26, 2015 FROM CROW WING COUNTY ENGINEER RE: 2016 SEAL COAT;
19. LETTER DATED AUGUST 26, 2015 FROM CROW WING COUNTY ENGINEER RE: COUNTY ROAD 16 FUTURE HIGHWAY PROJECT;

20. CROSSLAKE PARK/LIBRARY COMMISSION MEETING MINUTES OF JULY 22, 2015;
21. STAFF REPORT DATED SEPTEMBER 9, 2015 FROM JON HENKE RE: HIRING OF GERALD LOGELIN FOR THE PARK DEPARTMENT AT \$14.02 PER HOUR;
22. CROSSLAKE ROLLOFF RECYCLING REPORT FOR AUGUST 2015;
23. EDA MEETING MINUTES OF AUGUST 5, 2015;
24. RESOLUTION NO. 15-17 ACCEPTING DONATIONS;
25. BILLS FOR APPROVAL IN THE AMOUNT OF \$20,556.22; AND
26. ADDITIONAL BILLS FOR APPROVAL IN THE AMOUNT OF \$24,959.40; MOTION CARRIED WITH ALL AYES.

**C. PUBLIC FORUM** – None.

**D. CRITICAL ISSUES** – None. Sheriff Todd Dahl was unable to attend the meeting.

**E. MAYOR'S REPORT** – Mayor Roe stated that a new commercial advertising Crosslake was playing on the screen before the meeting. The video was developed and paid by the Crosslake Economic Development Authority. It can be viewed on the City's website.

Mayor Roe reported that there will be a quorum of the Council in attendance at the Crosslake Day's Chili Cook-off. The Council has been asked to be the judges for the contest. No City business will be discussed nor action taken.

**F. CITY ADMINISTRATOR'S REPORT**

1. Dan Vogt reported that staff received three quotes for the lease of color copiers from NJPA, Marco, and Metro Sales. The City has a long-standing relationship with Marco; however Metro Sales had the lowest quote. MOTION 09R-03-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE A 60-MONTH LEASE CONTRACT WITH METRO SALES FOR A USED RICOH AFICIO MP201SPF FOR THE POLICE DEPARTMENT AND A RICOH AFICIO MP 4503 COLOR COPIER FOR CITY HALL AT AN APPROXIMATE COST OF \$236 PER MONTH WHICH INCLUDES DELIVERY, INSTALLATION, EQUIPMENT, SERVICE, SUPPLIES (EXCEPT STAPLES) AND 7,900 BLACK/WHITE PRINTS. COLOR COPIES ARE \$0.0562 PER PAGE. MOTION CARRIED WITH ALL AYES.
2. The Council reviewed a request from Planning and Zoning Commission Chair Aaron Herzog to increase the Planning and Zoning Commission member stipend to \$35 per meeting from \$25 per meeting and to include a stipend payment for the monthly site visit. The Council agreed that the P&Z members take time off from their regular jobs to attend these meetings and that they do a great job. Mike Lyonais stated that the increase would not have a negative impact on the 2016 budget. MOTION 09R-04-15 WAS MADE BY GARY HEACOX AND SECONDED BY DAVE SCHRUPP TO INCREASE THE PLANNING AND ZONING COMMISSION MEMBER STIPEND TO \$35 PER MEETING AND \$35 FOR THE MONTHLY SITE VISITS. MOTION CARRIED WITH ALL AYES.
3. The Council reviewed a Minnesota Lawful Gambling LG214 Premises Permit Application from the Merrifield Marathons Inc snowmobile club for conducting pull-tabs at the Cedar

Chest. Currently the youth hockey association conducts pull-tabs there. If approved, both organizations would have pull-tabs at the Cedar Chest. A lengthy discussion ensued regarding whether the City should collect a percentage of the proceeds as allowed by State law. Brad Nelson noted that all the snowmobile clubs work together to bring people to the area and that Crosslake benefits from groomed trails in Merrifield. Staff was requested to research the regulations related to collecting a percentage of the gambling proceeds. MOTION 09R-05-15 WAS MADE BY GARY HEACOX AND SECONDED BY MARK WESSELS TO TABLE ACTION OF THE PREMISES PERMIT APPLICATION FROM THE MERRIFIELD MARATHONS INC UNTIL THE NEXT REGULAR MEETING. MOTION CARRIED WITH ALL AYES.

City Engineer Mark Hallan arrived to the meeting at 7:30 P.M.

4. Included in the packet for Council information was a letter dated August 31, 2015 from Jon Kolstad to the Mayor and a memo dated September 8, 2015 from Dan Vogt regarding duties and responsibilities of elected officials. Dan Vogt stated that he provided information from the League of MN Cities and Minnesota Mayor's Association as a "refresher" for Council members as to their role and limitations as elected officials. Council Members have no authority as an individual and cannot give staff direction. Mark Wessels stated that this Council is guilty of having one or more members attend and participate in commission meetings. Mr. Wessels noted that only the members and liaison to the commission should participate in discussions. Mayor Roe questioned the accuracy of that statement and stated that even though the League of MN Cities encourages that behavior, it may not be in State Statute. Brad Nelson replied that the League of MN Cities has more experience than this Council regarding the matter. Staff offered to review the laws regarding this matter and to notify the Council of his findings.

Mark Wessels asked if Mayor Roe would respond to Jon Kolstad's letter dated August 31, 2015 regarding an encounter that Roe and Kolstad had at City Hall. Mayor Roe replied that he could not respond to the letter because it was a personnel issue. Mr. Wessels reminded the Mayor of an incident that occurred prior to a Personnel Committee meeting when Mr. Roe refused to listen to an employee who told him that because he was not a member of the committee, he could not participate in the discussion.

Mayor Roe apologized to all of the employees and citizens of Crosslake for his behavior and to Jon Kolstad for the language that he used during a conversation in the office.

Mark Wessels commended staff for jobs well done.

Dan Vogt added that commissions and their chairmen should also act as a whole and not as individuals. Mr. Vogt stressed the fact that any action taken by a member on behalf of the commission, should be discussed with all of the commission members beforehand.

5. MOTION 09R-06-15 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO APPROVE THE LIQUOR LICENSE TRANSFER AT ZORBAZ OF CROSS LAKE, INC. FROM MATTHEW E. PIERCE TO JONATHAN W. ALLEN IN ACCORDANCE WITH THE ACTION IN WRITING BY SHAREHOLDERS AND

DIRECTORS OF ZORBAZ OF CROSS LAKE, INC DATED SEPTEMBER 8, 2015.  
MOTION CARRIED WITH ALL AYES.

The 2016 Council meeting calendar was discussed and Council Members plan to be in attendance at all meetings.

**G. COMMISSION REPORTS**

**1. PLANNING AND ZONING**

- a. Jon Kolstad presented a request to subdivide property on Lot 8, Block 2, M and D Addition to Crosslake. MOTION 09R-07-15 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO APPROVE THE SUBDIVISION OF PARCEL #142350020080009 INVOLVING 2.26 ACRES INTO 3 TRACTS BY ISLAND LAKE STORAGE COMPANY, LLC. MOTION CARRIED WITH ALL AYES.

MOTION 09R-08-15 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO APPROVE CASH IN LIEU OF LAND FOR PARK DEDICATION IN THE AMOUNT OF \$3,000. MOTION CARRIED WITH ALL AYES.

**2. CROSSLAKE COMMUNICATIONS**

- a. Kevin Larson reported that staff has started installations at customer's homes on Phase 1 of conversions for the new electronics in the fiber area. The goal is to have 250 completed by yearend. The Open House was a success with over 300 guests in attendance. Mr. Larson thanked the parents from the Crosslake Community School for running the games during the open house. Due to the high cost, the Advisory Board has decided to opt out of an additional 25 Timberwolves games for the 2015-2016 season. The Communications Vision Sub-Committee has requested information from staff prior to their second meeting. MOTION 09R-09-15 WAS MADE BY GARY HEACOX AND SECONDED BY BRAD NELSON TO ACCEPT THE RESIGNATION FROM MELISSA LARSON. MOTION CARRIED WITH ALL AYES. Kevin Larson reported that Melissa Larson was hired in the IT Department at Crow Wing County and that this a good move for her. Crosslake Communications has received 13 applications to fill the empty position of Internet Help Desk. Interviews are being conducted. MOTION 09R-10-15 WAS MADE BY STEVE ROE AND SECONDED BY DAVE SCHRUPP TO AUTHORIZE THE ADVERTISING AND HIRING OF INTERNET HELP DESK EMPLOYEE. Dan Vogt noted that staff will provide Council with name of new employee at next meeting. MOTION CARRIED WITH ALL AYES.

Steve Roe requested that the Council return to the Planning and Zoning portion of the meeting and asked the Council to consider a moratorium on accessory structures. Mr. Roe stated that the size and height that is now allowed should be decreased. There is an ordinance amendment in the works to change this; however, it will not be brought to the Council for final approval until the October meeting. MOTION WAS MADE BY STEVE ROE TO APPROVE A MORATORIUM ON ISSUING PERMITS FOR ALL ACCESSORY BUILDINGS. Motion died for lack of a second. Mr. Roe invited the public to view the building that is being built near his home to see why he wants this change made.

### **3. PARK AND RECREATION/LIBRARY**

- a. Jon Henke gave the Council a brief update on senior meals, the fitness room, Silver Sneakers, pickleball, yoga, AAA driving classes, garden volunteers, trail rides, volleyball, and Crosslake Monster Dash/Halloween Party. Jon Henke thanked Gary Nordstrom and all of the volunteers that worked on the picnic shelter roof project. MOTION 09R-11-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY BRAD NELSON TO ADJUST THE FEE SCHEDULE TO ALLOW A 10% DISCOUNT TO VETERAN'S FOR FITNESS ROOM MEMBERSHIPS WITH PROOF OF ELIGIBILITY. MOTION CARRIED WITH ALL AYES.

MOTION 09R-12-15 WAS MADE BY BRAD NELSON AND SECONDED BY GARY HEACOX TO ADD A 10-PASS PUNCH CARD TO THE FEE SCHEDULE FOR THE FITNESS ROOM AT A COST OF \$55 PER CARD. CARDS WILL EXPIRE DECEMBER 31<sup>ST</sup> EACH YEAR. MOTION CARRIED WITH ALL AYES.

Dan Vogt reported that staff would like to obtain quotes for the roof replacement on the Community Center and bring the information to the next meeting. The project could be completed in 2015 if there are funds available. MOTION 09R-13-15 WAS MADE BY STEVE ROE AND SECONDED BY GARY HEACOX TO DIRECT STAFF TO OBTAIN QUOTES FOR THE ROOF REPLACEMENT PROJECT AT THE COMMUNITY CENTER. MOTION CARRIED WITH ALL AYES.

### **4. PUBLIC WORKS COMMISSION**

- a. Ted Strand reported that Heidi Lindgren of the DNR attended the last Public Works Commission meeting to discuss Dream Island Bridge. The DNR's preference is to avoid any dredging/excavating related activities during construction and to construct a span bridge rather than a box culvert. The residents in the area also favor a span bridge. MOTION 09R-14-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY STEVE ROE TO APPROVE THE SUPPLEMENTAL PROPOSAL FROM WSN FOR THE DREAM ISLAND BRIDGE REPLACEMENT AT AN ADDITIONAL COST OF \$7,500 TO COMPLETE PRELIMINARY ALIGNMENT ANALYSIS TO DETERMINE THE FEASIBILITY OF A SPAN-TYPE BRIDGE AT THIS LOCATION AND THE APPROXIMATE MAXIMUM LENGTH OF SPAN THAT WOULD BE FEASIBLE; TO PREPARE A COST ESTIMATE OF THE SPAN-BRIDGE ALTERNATIVE FOR COMPARISON WITH THE BOX-CULVERT ALTERNATIVE; AND TO INVESTIGATE CLEAN WATER LEGACY FUNDING AVAILABILITY FOR REMOVAL OF A PORTION OF THE CAUSEWAY AND RESTORATION OF THE LAKE BOTTOM TO THE 1960'S PERIOD ELEVATION. MOTION CARRIED WITH ALL AYES.
- b. The Council considered a proposal from WSN to review options to stabilize the channel area against the existing abutments for Milinda Shores Bridge and develop cost estimates for the options. The City will need to complete corrective action in 2016 or 2017 to stabilize the channel and prevent movement of the concrete abutments. The bridge deck and concrete abutments are in good condition. MOTION 09R-15-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY GARY HEACOX TO APPROVE THE PROPOSAL FOR ENGINEERING SERVICES FROM WSN FOR

MILINDA SHORES BRIDGE CHANNEL REINFORCEMENT REVIEW AT A COST NOT TO EXCEED \$3,000. Dave Schrupp noted that this is maintenance only and that the bridge does not need to be replaced. MOTION CARRIED WITH ALL AYES.

A brief discussion ensued regarding road standards and trails. No action was taken.

**H. OLD BUSINESS** – None.

**I. NEW BUSINESS** – None.

**J. PUBLIC FORUM** – Dave Nevin addressed the Council and questioned why the Council is obligated to listen to the DNR regarding bridge recommendations. Mr. Nevin stated that the Council could save money by hiring a local contractor to build a bridge.

Cindy Myogeto of the Chamber gave a brief update on Crosslake Days which will take place from September 24-27.

Planning and Zoning Commission Chair Aaron Herzog thanked the Council for considering an increase to the monthly stipend.

**K. CITY ATTORNEY** – MOTION 09R-16-15 WAS MADE BY MARK WESSELS AND SECONDED BY DAVE SCHRUPP TO MOVE TO CLOSED SESSION AT 8:30 P.M. PURSUANT TO M.S. 13D.05, SUBD. 3b SUBJECT TO ATTORNEY CLIENT PRIVILEGE TO DISCUSS PENDING LITIGATION REGARDING THE JERRY BILSKI ROAD VACATION. MOTION CARRIED WITH ALL AYES. No action was taken.

**L. ADJOURN** – MOTION 09R-17-15 WAS MADE BY DAVE SCHRUPP AND SECONDED BY MARK WESSELS TO ADJOURN THE MEETING AT 9:00 P.M. MOTION CARRIED WITH ALL AYES.

Respectfully submitted by,

Charlene Nelson  
City Clerk  
Deputy Clerk/Minutes/9-14-15

B.2.

SPECIAL COUNCIL MEETING  
CITY OF CROSSLAKE  
TUESDAY, SEPTEMBER 29, 2015  
3:30 P.M. – CITY HALL

The Council for the City of Crosslake held a Special Meeting on September 29, 2015. The following Council Members were present: Steve Roe, Mark Wessels, and Brad Nelson. Gary Heacox and Dave Schrupp were absent. Also present were City Administrator/Consultant Dan Vogt, City Clerk Char Nelson, Finance Director/Treasurer Mike Lyonais, Public Works Director Ted Strand, Park Director Jon Henke, Crow Wing County Land Service Supervisor Chris Pence, and Crow Wing County Land Service Specialist Jon Kolstad. There was one member in the audience.

Mayor Roe called the meeting to order at 3:30 P.M.

Jon Henke reported that he received three bids from contractors for the re-shingle project at the Community Center. Two quotes came in at \$63,900 and one quote was for \$79,256.74. Mr. Henke recommended accepting the quote from Equity Builders and Roofing in the amount of \$63,900 because this company had a lower hourly rate should repairs be necessary to the roof decking. The funds for this project are included in the 2016 Budget; however, many shingles are missing right now. Mr. Henke stated that funds were saved by using volunteers on the roofing projects for the garage and picnic shelter which can be used towards this project. MOTION 09S2-01-15 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO AWARD COMMUNITY CENTER RE-SHINGLE PROJECT TO EQUITY BUILDERS & ROOFING IN THE AMOUNT OF \$63,900. MOTION CARRIED WITH ALL AYES.

Jon Henke requested approval to replace irrigation pump at Community Center. There are funds in the 2015 Budget for this project. Mr. Henke received two quotes and recommended approval of the low bid from North Central Lawn Care. MOTION 09S2-02-15 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO APPROVE THE IRRIGATION PUMP REPLACEMENT BY NORTH CENTRAL LAWN CARE & IRRIGATION IN THE AMOUNT OF \$2,515.00. MOTION CARRIED WITH ALL AYES.

Jon Henke presented a proposal from Birchdale Fire & Security for a security camera system at the Community Center. The Community Center currently has no camera system for the outside of the building. The proposal includes 10 hi-resolution cameras and installation. The quote is \$5,700 and \$5,000 was included in the 2015 Budget for this project. MOTION 09S2-03-15 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO APPROVE THE PROPOSAL FROM BIRCHDALE FIRE & SECURITY, LLP FOR THE SECURITY CAMERA SYSTEM AT THE COMMUNITY CENTER IN THE AMOUNT OF \$5,700. MOTION CARRIED WITH ALL AYES.

Crow Wing County Land Service Specialist Jon Kolstad reported that a Metes & Bounds Subdivision was approved at the Planning and Zoning Commission meeting of September 25, 2015. Bank financing is pending until final Council approval. Mr. Kolstad stated that the subdivision meets all ordinance requirements. Mayor Roe questioned whether this matter was

properly noticed to the public. Dan Vogt replied that the agenda included “other business that may arise” and that the requirement for a public hearing was satisfied at the Planning and Zoning Commission. Steve Roe questioned right-of-way issues on County Road 16. MOTION 09S2-04-15 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO APPROVE METES & BOUNDS SUBDIVISION AT 13244 COUNTY ROAD 16, BRUCE AND JULIE LARSON. MOTION CARRIED WITH ALL AYES.

MOTION 09S2-05-15 WAS MADE BY MARK WESSELS AND SECONDED BY BRAD NELSON TO APPROVE CASH IN LIEU OF LAND IN THE AMOUNT OF \$1,500 FOR PARK DEDICATION FEE ON LARSON SUBDIVISION. MOTION CARRIED WITH ALL AYES.

Brad Nelson requested approval to add a member to the Advisory Board Vision Subcommittee. MOTION 09S2-06-15 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO APPROVE APPOINTMENT OF JOHN FINKE TO THE CROSSLAKE COMMUNICATIONS ADVISORY BOARD VISION SUBCOMMITTEE. MOTION CARRIED WITH ALL AYES.

There being no further business at 3:52 P.M., MOTION 09S2-07-15 WAS MADE BY STEVE ROE AND SECONDED BY MARK WESSELS TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,

Charlene Nelson  
City Clerk

B.3.

CITY OF CROSS LAKE

10/05/15 2:34 PM

Page 1

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
FUND 101 GENERAL FUND						
31000	General Property Taxes	\$2,430,237.00	\$2,844.24	\$1,323,474.95	\$1,106,762.05	54.46%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$110,983.00	\$0.00	\$102,427.40	\$8,555.60	92.29%
31300	Emergency Services Levy	\$0.00	\$0.00	\$77.71	-\$77.71	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$85.63	-\$85.63	0.00%
31310	2012 Series A Levy	\$124,017.00	\$0.00	\$67,511.56	\$56,505.44	54.44%
31800	Other Taxes	\$1,500.00	\$0.00	\$1,788.99	-\$288.99	119.27%
31900	Penalties and Interest DelTax	\$1,000.00	\$0.00	\$1,450.28	-\$450.28	145.03%
32110	Alcoholic Beverages	\$16,000.00	\$0.00	\$15,900.00	\$100.00	99.38%
32111	Club Liquor License	\$500.00	\$0.00	\$500.00	\$0.00	100.00%
32112	Beer and Wine License	\$1,000.00	\$0.00	\$100.00	\$900.00	10.00%
32180	Other Licenses/Permits	\$200.00	\$0.00	\$150.00	\$50.00	75.00%
33400	State Grants and Aids	\$500.00	\$0.00	\$31,028.50	-\$30,528.50	6205.70%
33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33406	Taconite Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33416	Police Training Reimbursement	\$2,000.00	\$0.00	\$1,665.90	\$334.10	83.30%
33417	Police State Aid	\$33,000.00	\$0.00	\$0.00	\$33,000.00	0.00%
33418	Fire State Aid	\$28,000.00	\$0.00	\$2,500.00	\$25,500.00	8.93%
33419	Fire Training Reimbursement	\$0.00	\$100.00	\$3,593.09	-\$3,593.09	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$4,533.18	-\$4,533.18	0.00%
33422	PERA State Aid	\$2,979.00	\$0.00	\$1,489.50	\$1,489.50	50.00%
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33650	Recycling Grant	\$29,200.00	\$0.00	\$29,200.00	\$0.00	100.00%
34000	Charges for Services	\$200.00	\$10.00	\$187.00	\$13.00	93.50%
34010	Sale of Maps and Publications	\$30.00	\$20.00	\$30.00	\$0.00	100.00%
34050	Candidate Filing Fees	\$20.00	\$0.00	\$0.00	\$20.00	0.00%
34103	Zoning Permits	\$28,000.00	\$6,150.00	\$31,960.00	-\$3,960.00	114.14%
34104	Plat Check Fee/Subdivision Fee	\$1,000.00	\$0.00	\$5,225.00	-\$4,225.00	522.50%
34105	Variances and CUPS/IUPS	\$8,800.00	\$1,500.00	\$6,500.00	\$2,300.00	73.86%
34106	Sign Permits	\$500.00	\$0.00	\$100.00	\$400.00	20.00%
34107	Assessment Search Fees	\$800.00	\$95.00	\$640.00	\$160.00	80.00%
34108	Zoning Misc/Penalties	\$1,000.00	\$0.00	\$290.00	\$710.00	29.00%
34109	Zoning Reimb Eng/Legal/Survey	\$2,500.00	\$0.00	-\$1,404.88	\$3,904.88	-56.20%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34111	Driveway Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34112	Septic Permits	\$4,000.00	\$450.00	\$3,450.00	\$550.00	86.25%
34113	Landscape License Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34114	Zoning Map/Ordinance Amendment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34201	Fire Department Donations	\$200.00	\$32,486.00	\$40,486.00	-\$40,286.00	20243.00%
34202	Fire Protection and Calls	\$31,250.00	\$0.00	\$28,196.08	\$3,053.92	90.23%
34206	Animal Control Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34207	House Burning Fee	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
34210	Police Contracts	\$48,000.00	\$12,000.00	\$36,000.00	\$12,000.00	75.00%
34211	Police Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34213	Police Receipts	\$5,000.00	\$0.00	\$5,702.42	-\$702.42	114.05%
34214	Tac Team Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34215	Pass Thru Donations	\$0.00	\$0.00	\$4,000.00	-\$4,000.00	0.00%
34300	E911 Signs	\$1,000.00	\$100.00	\$900.00	\$100.00	90.00%
34700	Park & Rec Donation	\$300.00	\$0.00	\$282.00	\$18.00	94.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
34701	Halloween Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34711	Taxable Merchandise/Rentals	\$200.00	\$40.00	\$304.00	-\$104.00	152.00%
34740	Park Concessions	\$500.00	\$36.00	\$452.00	\$48.00	90.40%
34741	Gen Gov t Concessions	\$100.00	\$42.90	\$333.63	-\$233.63	333.63%
34742	Park Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34743	Public Works Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34744	Fire Department Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34750	CCC/Park User Fee	\$3,800.00	\$633.50	\$3,552.00	\$248.00	93.47%
34751	Shelter/Beer/Wine Fees	\$300.00	\$0.00	\$343.00	-\$43.00	114.33%
34760	Library Cards	\$1,300.00	\$97.00	\$1,040.00	\$260.00	80.00%
34761	Library Donations	\$500.00	\$0.00	\$323.11	\$176.89	64.62%
34762	Library Copies	\$300.00	\$40.00	\$295.20	\$4.80	98.40%
34763	Library Events	\$1,000.00	\$0.00	\$5,174.70	-\$4,174.70	517.47%
34764	Library Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
34765	Summer Reading Program	\$300.00	\$0.00	\$112.00	\$188.00	37.33%
34766	Library Luncheon	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34767	New York Times Best Seller Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34768	PAL Foundation - Library	\$1,000.00	\$194.75	\$768.33	\$231.67	76.83%
34769	PAL Foundation - Park	\$6,000.00	\$0.00	\$25,896.74	-\$19,896.74	431.61%
34770	Silver Sneakers	\$6,000.00	\$720.50	\$6,321.00	-\$321.00	105.35%
34790	Park Dedication Fees	\$1,000.00	\$3,000.00	\$19,500.00	-\$18,500.00	1950.00%
34800	Tennis Fees	\$1,100.00	\$0.00	\$1,922.00	-\$822.00	174.73%
34801	Recreational-Program	\$3,000.00	\$24.00	\$3,069.00	-\$69.00	102.30%
34802	Softball/Baseball Fees	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
34803	Recreation-Misc. Receipts	\$1,200.00	\$5.00	\$5,391.25	-\$4,191.25	449.27%
34805	Aerobics Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34806	Weight Room Fees	\$30,000.00	\$1,715.00	\$31,638.00	-\$1,638.00	105.46%
34807	Volleyball Fees	\$500.00	\$0.00	\$399.00	\$101.00	79.80%
34808	Silver and Fit	\$10,000.00	\$1,095.00	\$11,392.00	-\$1,392.00	113.92%
34809	Soccer Fees	\$500.00	\$1,225.00	\$1,610.00	-\$1,110.00	322.00%
34910	Transit Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34940	Cemetery Lots	\$3,000.00	\$650.00	\$3,500.00	-\$500.00	116.67%
34941	Cemetery Openings	\$3,500.00	\$150.00	\$2,350.00	\$1,150.00	67.14%
34942	Cemetery Other	\$450.00	\$150.00	\$300.00	\$150.00	66.67%
34950	Public Works Revenue	\$1,500.00	\$0.00	\$109,548.15	-\$108,048.15	7303.21%
34952	County Joint Facility Payments	\$45,000.00	\$0.00	\$35,853.15	\$9,146.85	79.67%
34953	Recycling Revenues	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
35100	Court Fines	\$10,000.00	\$1,024.41	\$10,089.44	-\$89.44	100.89%
35103	Library Fines	\$600.00	\$67.00	\$498.50	\$101.50	83.08%
35105	Restitution Receipts	\$1,000.00	\$0.00	\$1,612.18	-\$612.18	161.22%
36200	Miscellaneous Revenues	\$500.00	\$0.00	\$67,912.51	-\$67,412.51	13582.50%
36201	Misc Reimbursements	\$0.00	\$1,666.21	\$6,487.73	-\$6,487.73	0.00%
36202	LIBRARY GRANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
36210	Interest Earnings	\$3,000.00	\$294.87	\$2,684.66	\$315.34	89.49%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36254	Sp Assess Prin-Sunrise Isl 11	\$4,121.00	\$0.00	\$5,533.49	-\$1,412.49	134.28%
36255	Sp Assess Int-Sunrise Isl 11	\$1,302.00	\$0.00	\$457.28	\$844.72	35.12%
38050	Telephone Fees	\$276,000.00	\$23,000.00	\$207,000.00	\$69,000.00	75.00%
38051	Telephone True-Up	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$25,000.00	\$160.51	\$18,220.53	\$6,779.47	72.88%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$552,368.00	-\$552,368.00	0.00%
39330	Proceeds from Capital Lease	\$28,800.00	\$0.00	\$0.00	\$28,800.00	0.00%
39400	Bond Premium	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39700	Capital Contrib from CU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL FUND		\$3,393,989.00	\$91,786.89	\$2,899,272.89	\$494,716.11	85.42%
FUND 301 DEBT SERVICE FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$50.07	-\$50.07	0.00%
31100	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31200	Community Ctr Levy Refund 2002	\$0.00	\$0.00	\$7.51	-\$7.51	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31301	1999 Series A Levy	\$0.00	\$0.00	\$20.42	-\$20.42	0.00%
31302	1999 Series B Levy	\$0.00	\$0.00	\$31.90	-\$31.90	0.00%
31303	2001 Series A Levy	\$0.00	\$0.00	\$24.64	-\$24.64	0.00%
31304	2002 Series A Levy	\$0.00	\$0.00	\$17.41	-\$17.41	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31306	2003 Disposal System Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31307	2004 Series A Levy	\$0.00	\$0.00	\$83.62	-\$83.62	0.00%
31308	2006 Series B Levy	\$136,746.00	\$0.00	\$74,313.67	\$62,432.33	54.34%
31309	2006 Series C Levy	\$0.00	\$0.00	\$5.97	-\$5.97	0.00%
31310	2012 Series A Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31900	Penalties and Interest DelTax	\$500.00	\$0.00	\$115.62	\$384.38	23.12%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36105	Sp Asses Prin Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36106	Sp Asses Int Ox Lake 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36107	Sp Assess Prin Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36108	Sp Assess Int Jason/Staley 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36109	Sp Assess Prin Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36110	Sp Assess Int Lakeshore/Pk 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36111	Sp Assess Prin Miller/Mary 99	\$0.00	\$0.00	\$181.31	-\$181.31	0.00%
36112	Sp Assess Int Miller/Mary 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36113	Sp Assess Prin Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36114	Sp Assess Int Sugar Loaf 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36115	Sp Assess Prin Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36116	Sp Assess Int Kimberly 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36117	Sp Assess Prin Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36118	Sp Assess Int Shamrock 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36119	Sp Assess Prin Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36120	Sp Assess Int Sleepy Val 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36121	Sp Assess Prin Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36122	Sp Assess Int Tamarack 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36123	Sp Assess Prin Red Pine 99	\$0.00	\$0.00	\$163.49	-\$163.49	0.00%
36124	Sp Assess Int Red Pine 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36125	Sp Assess Prin Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36126	Sp Assess Int Cross Ave 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36127	Sp Assess Prin Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36128	Sp Assess Int Wilderness 99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36129	Sp Assess Prin Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36130	Sp Assess Int Kimberly/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36131	Sp Assess Prin Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
36132	Sp Assess Int Waterwood/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36133	Sp Assess Prin Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36134	Sp Assess Int Shores Dr/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36135	Sp Assess Prin Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36136	Sp Assess Int Backdahl Rd/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36137	Sp Assess Prin Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36138	Sp Assess Int Daggett Lane/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36139	Sp Assess Prin Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36140	Sp Assess Int Deer Rg/Ridg/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36141	Sp Assess Prin Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36142	Sp Assess Int Log Ldg/Timb/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36143	Sp Assess Prin Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36144	Sp Assess Int Velvet Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36145	Sp Assess Prin Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36146	Sp Assess Int Rabbit Ln/00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36147	Sp Assess Prin PineBay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36148	Sp Assess Int Pine Bay/Wolf 00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36149	Sp Assess Prin White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36150	Sp Assess Int White Oak Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36151	Sp Assess Prin Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36152	Sp Assess Int Red Oak Cir/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36153	Sp Assess Prin Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36154	Sp Assess Int Summit Ave/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36155	Sp Assess Prin Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36156	Sp Assess Int Gale Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36157	Sp Assess Prin Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36158	Sp Assess Int Rush Ln/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36159	Sp Assess Prin Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36160	Sp Assess Int Gins/Twin/An/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36161	Sp Assess Prin Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36162	Sp Assess Int Anchor Pt Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36163	Sp Assess Prin Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36164	Sp Assess Int Ivy Ln/Tr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36165	Sp Assess Prin 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36166	Sp Assess Int 1st/2nd/2nd/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36167	Sp Assess Prin Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36168	Sp Assess Int Anderson Ct/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36169	Sp Assess Prin Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36170	Sp Assess Int Cool Haven/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36171	Sp Assess Prin Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36172	Sp Assess Int Pinedale/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36173	Sp Assess Prin Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36174	Sp Assess Int Manhattan Dr/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36175	Sp Assess Prin Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36176	Sp Assess Int Eagle St/01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36177	Sp Assess Prin Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36178	Sp Assess Int Wolf Tr/Ct/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36179	Sp Assess Prin Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36180	Sp Assess Int Willwood/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36181	Sp Assess Prin Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36182	Sp Assess Int Shafer Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36183	Sp Assess Prin Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36184	Sp Assess Int Sandra Rd/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
36185	Sp Assess Prin Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36186	Sp Assess Int Lake Tr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36187	Sp Assess Prin Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36188	Sp Assess Int Happy Cove/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36189	Sp Assess Prin Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36190	Sp Assess Int Bay Shores/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36191	Sp Assess Prin Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36192	Sp Assess Int Woodland Dr/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36193	Sp Assess Prin Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36194	Sp Assess Int Pine Pt/02	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36195	Sp Assess Prin ABC Dr 03	\$0.00	\$0.00	\$259.60	-\$259.60	0.00%
36196	SpAssess Int ABC Drive	\$0.00	\$0.00	\$23.44	-\$23.44	0.00%
36197	SpAssess Prin Wildwood/White B	\$0.00	\$0.00	\$171.53	-\$171.53	0.00%
36198	SpAssess Int Wildwood/White B	\$0.00	\$0.00	\$66.40	-\$66.40	0.00%
36199	SpAssess Prin Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
36235	SpAssess Int Greer Lake Rd 03	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36236	SpAssess Prin East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36237	SpAssess Int East Shore 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36238	SpAssess Prin Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36239	SpAssess Int Margaret 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36240	SpAssess Prin Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36241	SpAssess Int Edgewater 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36242	SpAssess Prin Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36243	SpAssess Int Gendreau 2004	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36244	Sp Assess Prin - Duck Lane	\$2,398.00	\$0.00	\$1,332.25	\$1,065.75	55.56%
36245	Sp Assess Int - Duck Lane	\$271.00	\$0.00	\$150.52	\$120.48	55.54%
36246	Sp Assess Prin - Sunset Drive	\$2,833.00	\$0.00	\$1,640.10	\$1,192.90	57.89%
36247	Sp Assess Int - Sunset Drive	\$320.00	\$0.00	\$185.35	\$134.65	57.92%
36248	Sp Assess Prin - Maroda Drive	\$1,048.00	\$0.00	\$523.92	\$524.08	49.99%
36249	Sp Assess Int - Maroda Drive	\$119.00	\$0.00	\$59.21	\$59.79	49.76%
36250	Sp Assess Prin - Johnie/Rober	\$4,245.00	\$0.00	\$2,873.96	\$1,371.04	67.70%
36251	Sp Assess Int - Johnie/Robert	\$480.00	\$0.00	\$278.13	\$201.87	57.94%
36252	Sp Assess Prin - Brita/Pinevie	\$16,865.00	\$0.00	\$10,240.61	\$6,624.39	60.72%
36253	Sp Assess Int - Brita/Pineview	\$1,876.00	\$0.00	\$965.95	\$910.05	51.49%
36254	Sp Assess Prin-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36255	Sp Assess Int-Sunrise Isl 11	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
38052	Telephone Miscellaneous Rev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39230	Proceeds - 2006 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39300	Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$8,632.00	-\$8,632.00	0.00%
39311	Proceeds-Wilderness GO Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39314	Proceeds-2001 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39315	Proceeds-2002 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39900	02 Series A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 301</b>	<b>DEBT SERVICE FUND</b>	<b>\$168,201.00</b>	<b>\$0.00</b>	<b>\$102,418.60</b>	<b>\$65,782.40</b>	<b>60.89%</b>
<b>FUND 401</b>	<b>GENERAL CAPITAL PROJECTS</b>					
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
33420	Insurance Premium Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
34790	Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$51.75	\$470.49	\$29.51	94.10%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39101	Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39102	Sale of City Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39103	Sale of Fire Hall	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39104	Sale of Lots-Gendreau Addn.	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39231	Proceeds-2006 Series C Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$500.00	\$51.75	\$470.49	\$29.51	94.10%
FUND 404 JOBZ						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34110	TIF/JOBZ Pre Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34204	JOBZ Recipient Deposit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34208	JOBZ Annual Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31050	Tax Increments LeRever	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31051	Tax Increments Daggett Brook	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31052	Tax Increments Reeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31053	Tax Increments - Ace Hardware	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31054	Tax Increment - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31055	Tax Incr 1-8 Crosswoods Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31056	Tax Increment 1-9 C&J Develop	\$13,000.00	\$0.00	\$6,421.38	\$6,578.62	49.40%
33403	Mobile Home Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJE		\$13,000.00	\$0.00	\$6,421.38	\$6,578.62	49.40%
FUND 408 WEST SHORE DRIVE						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39318	Proceeds--2004 ESC Refunding	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJEC		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
FUND 415 AMBULANCE PROJECT						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36230	Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39310	Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.13	\$1.20	-\$1.20	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39204	Transfer Frm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39316	Proceeds-2003 Series A Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39317	Proceeds-2003 Series B Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
		\$0.00	\$0.13	\$1.20	-\$1.20	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
31000	General Property Taxes	\$0.00	\$0.00	\$115.90	-\$115.90	0.00%
31101	County Payment Joint Facility	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	Emergency Services Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31305	2003 Joint Facility Levy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31802	EDA Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34101	City Hall User Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36212	Restricted Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36220	Lease Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39319	Proceeds-2004 Impr Bonds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
		\$0.00	\$0.00	\$115.90	-\$115.90	0.00%
FUND 503 EDA (REVOLVING LOAN)						
34951	Rev Loan Principal Pymts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$1,300.00	\$119.12	\$1,081.23	\$218.77	83.17%
36211	Revolving Loan Interest	\$7,483.00	\$563.41	\$5,970.56	\$1,512.44	79.79%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 503 EDA (REVOLVING LOAN)						
		\$8,783.00	\$682.53	\$7,051.79	\$1,731.21	80.29%
FUND 601 SEWER OPERATING FUND						
33423	Insurance Claim Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
34410	Unallocated Reserves	\$0.00	-\$205.44	\$75.03	-\$75.03	0.00%
36104	Penalty & Interest	\$1,000.00	\$80.77	\$695.18	\$304.82	69.52%
36200	Miscellaneous Revenues	\$1,000.00	\$385.95	\$1,553.36	-\$553.36	155.34%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37200	User Fee	\$195,000.00	\$17,571.95	\$157,467.36	\$37,532.64	80.75%
37250	Sewer Connection Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
37500	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF CROSS LAKE

Month-End Revenue

Current Period: SEPTEMBER 2015

SRC	SRC Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	2015 % of Budget
39204	Transfer Firm Needs Assess Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	SEWER OPERATING FUND	\$197,000.00	\$17,833.23	\$159,790.93	\$37,209.07	81.11%
FUND 651	SEWER RESTRICTED SINKING FUND					
31306	2003 Disposal System Levy	\$221,000.00	\$0.00	\$120,595.88	\$100,404.12	54.57%
33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36104	Penalty & Interest	\$1,500.00	-\$150.00	\$27.43	\$1,472.57	1.83%
36200	Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36201	Misc Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
36210	Interest Earnings	\$500.00	\$12.52	\$113.59	\$386.41	22.72%
37250	Sewer Connection Payments	\$0.00	-\$425.00	\$0.00	\$0.00	0.00%
39200	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651	SEWER RESTRICTED SINKING FU	\$223,000.00	-\$562.48	\$120,736.90	\$102,263.10	54.14%
		\$4,004,473.00	\$109,792.05	\$3,296,280.08	\$708,192.92	82.31%

B.4.

CITY OF CROSS LAKE
Month End Expenditures
Current Period: SEPTEMBER 2015

Table with 7 columns: OBJ, OBJ Descr, 2015 Budget, SEPTEMBER 2015 Amt, 2015 YTD Amt, 2015 YTD Balance, %YTD Budget. Rows include FUND 101 GENERAL FUND, DEPT 41110 Council, DEPT 41400 Administration, and DEPT 41410 Elections.

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
413	Office Equipment Rental/Repair	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41410 Elections		\$0.00	\$0.00	\$10.00	-\$10.00	0.00%
DEPT 41600 Audit/Legal Services						
301	Auditing and Acct g Services	\$28,000.00	\$84.50	\$27,435.50	\$564.50	97.98%
304	Legal Fees (Civil)	\$10,000.00	\$600.00	\$4,259.00	\$5,741.00	42.59%
307	Legal Fees (Labor)	\$14,000.00	\$107.50	\$1,267.00	\$12,733.00	9.05%
DEPT 41600 Audit/Legal Services		\$52,000.00	\$792.00	\$32,961.50	\$19,038.50	63.39%
DEPT 41910 Planning and Zoning						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
102	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
105	Part-time	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
122	FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
131	Employer Paid Health	\$0.00	\$0.00	\$669.94	-\$669.94	0.00%
132	Employer Paid Disability	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
133	Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
134	Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
151	Workers Comp Insurance	\$82.00	\$0.00	\$104.00	-\$22.00	126.83%
200	Office Supplies	\$0.00	\$129.90	\$737.15	-\$737.15	0.00%
208	Instruction Fees	\$600.00	\$0.00	\$500.00	\$100.00	83.33%
210	Operating Supplies	\$1,500.00	\$0.00	\$43.25	\$1,456.75	2.88%
212	Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
220	Repair/Maint Supply - Equip	\$2,500.00	\$166.67	\$1,167.01	\$1,332.99	46.68%
221	Repair/Maint Vehicles	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
303	Engineering Fees	\$2,500.00	\$0.00	\$385.00	\$2,115.00	15.40%
304	Legal Fees (Civil)	\$5,000.00	\$495.00	\$5,000.00	\$0.00	100.00%
305	Legal/Eng - Developer/Criminal	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
314	Surveyor	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
320	Communications	\$3,500.00	\$193.46	\$1,595.06	\$1,904.94	45.57%
322	Postage	\$500.00	\$0.00	\$358.26	\$141.74	71.65%
331	Travel Expenses	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
332	Travel Expense- P&Z Comm	\$1,500.00	-\$25.00	\$550.00	\$950.00	36.67%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$2,000.00	\$102.00	\$666.35	\$1,333.65	33.32%
352	Filing Fees	\$1,500.00	\$66.00	\$756.00	\$744.00	50.40%
356	Mapping	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$500.00	\$0.00	\$116.25	\$383.75	23.25%
413	Office Equipment Rental/Repair	\$2,500.00	\$72.50	\$652.50	\$1,847.50	26.10%
430	Miscellaneous	\$500.00	\$0.00	\$31.44	\$468.56	6.29%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
441	Enhanced 911	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
470	Consultant Fees	\$193,000.00	\$16,150.00	\$145,350.00	\$47,650.00	75.31%
500	Capital Outlay	\$19,400.00	\$0.00	\$5,480.00	\$13,920.00	28.25%
600	Principal	\$1,890.00	\$129.00	\$1,161.00	\$729.00	61.43%
DEPT 41910 Planning and Zoning		\$246,672.00	\$17,479.53	\$165,323.21	\$81,348.79	67.02%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
DEPT 41940 General Government						
131	Employer Paid Health	\$10,049.00	\$4,097.06	\$12,136.34	-\$2,087.34	120.77%
133	Employer Paid Dental	\$118.00	\$0.00	\$0.00	\$118.00	0.00%
151	Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
152	Health Savings Account Contrib	\$3,750.00	\$0.00	\$3,000.00	\$750.00	80.00%
210	Operating Supplies	\$2,500.00	\$328.10	\$2,329.41	\$170.59	93.18%
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$4,000.00	\$199.03	\$3,078.46	\$921.54	76.96%
235	Signs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
254	Concessions - Pop	\$300.00	\$20.97	\$237.46	\$62.54	79.15%
302	Architects Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
303	Engineering Fees	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
316	Security Monitoring	\$800.00	\$0.00	\$367.88	\$432.12	45.99%
335	Background Checks	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
341	Newsletter Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$250.00	\$63.75	\$63.75	\$186.25	25.50%
354	Ordinance Codification	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
360	Insurance	\$26,500.00	\$0.00	\$22,900.51	\$3,599.49	86.42%
381	Electric Utilities	\$14,500.00	\$1,227.00	\$8,923.00	\$5,577.00	61.54%
383	Gas Utilities	\$4,500.00	\$28.50	\$2,096.65	\$2,403.35	46.59%
384	Refuse/Garbage Disposal	\$500.00	\$47.40	\$380.20	\$119.80	76.04%
385	Sewer Utility	\$600.00	\$37.00	\$333.00	\$267.00	55.50%
389	Generator Expense	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
405	Cleaning Services	\$9,600.00	\$707.50	\$6,367.50	\$3,232.50	66.33%
430	Miscellaneous	\$2,500.00	\$0.00	\$718.25	\$1,781.75	28.73%
433	Dues and Subscriptions	\$3,500.00	\$2,360.00	\$4,063.40	-\$563.40	116.10%
437	Brainerd Lakes Area Dev Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
438	Initiative Foundation	\$1,500.00	\$0.00	\$1,500.00	\$0.00	100.00%
439	Emergency Mgmt Expense	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
440	Telephone Co Reimb Expense	\$25,000.00	\$125.00	\$20,652.85	\$4,347.15	82.61%
441	Enhanced 911	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
442	Safety Prog/Equipment	\$8,500.00	\$0.00	\$5,132.67	\$3,367.33	60.38%
443	Sales Tax	\$50.00	\$0.00	\$131.00	-\$81.00	262.00%
444	Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
446	Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
449	Cobra Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
451	Health Comm Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
456	Fireworks	\$10,000.00	\$0.00	\$14,000.00	-\$4,000.00	140.00%
460	Fines/Fees Reimburse	\$6,000.00	\$0.00	\$2,732.92	\$3,267.08	45.55%
470	Consultant Fees	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
490	Donations to Civic Org s	\$3,500.00	\$0.00	\$2,200.00	\$1,300.00	62.86%
493	Pass Thru Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$113,000.00	\$14,769.92	\$17,569.92	\$95,430.08	15.55%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940 General Government		\$274,817.00	\$24,011.23	\$130,915.17	\$143,901.83	47.64%
DEPT 42110 Police Administration						
100	Wages and Salaries Dept Head	\$73,658.00	\$5,738.70	\$53,445.25	\$20,212.75	72.56%
101	Assistant	\$62,323.00	\$4,944.96	\$47,969.49	\$14,353.51	76.97%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$17,000.00	\$2,136.13	\$18,731.02	-\$1,731.02	110.18%
110	Tech 4	\$53,230.00	\$4,023.85	\$39,141.45	\$14,088.55	73.53%
112	Tech 5	\$53,730.00	\$4,322.63	\$39,268.94	\$14,461.06	73.09%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
113	Tech 6	\$53,295.00	\$4,074.55	\$39,226.42	\$14,068.58	73.60%
121	PERA	\$50,744.00	\$4,089.03	\$38,956.03	\$11,787.97	76.77%
122	FICA	\$4,542.00	\$338.46	\$3,221.38	\$1,320.62	70.92%
131	Employer Paid Health	\$56,199.00	\$4,683.23	\$42,171.07	\$14,027.93	75.04%
132	Employer Paid Disability	\$2,225.00	\$215.05	\$1,825.13	\$399.87	82.03%
133	Employer Paid Dental	\$4,841.00	\$354.61	\$3,289.07	\$1,551.93	67.94%
134	Employer Paid Life	\$336.00	\$28.00	\$252.00	\$84.00	75.00%
136	Deferred Compensation	\$1,300.00	\$100.00	\$950.00	\$350.00	73.08%
140	Unemployment	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
151	Workers Comp Insurance	\$12,966.00	\$0.00	\$11,251.00	\$1,715.00	86.77%
152	Health Savings Account Contrib	\$27,000.00	\$4,500.00	\$27,000.00	\$0.00	100.00%
200	Office Supplies	\$300.00	\$0.00	\$54.68	\$245.32	18.23%
208	Instruction Fees	\$3,400.00	\$15.00	\$1,183.42	\$2,216.58	34.81%
209	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	Operating Supplies	\$1,300.00	\$311.76	\$311.76	\$988.24	23.98%
212	Motor Fuels	\$18,000.00	\$1,173.44	\$7,020.79	\$10,979.21	39.00%
214	Auto Expense- 08 Ford	\$1,700.00	\$430.98	\$1,841.63	-\$141.63	108.33%
216	Auto Expense- 09 Ford	\$800.00	\$0.00	\$899.84	-\$99.84	112.48%
217	Auto Expense- 10 Ford	\$800.00	\$523.65	\$852.04	-\$52.04	106.51%
218	Auto Expense- 11 Ford	\$1,200.00	\$610.48	\$2,166.93	-\$966.93	180.58%
219	Auto Expense- 12 Dodge	\$1,200.00	\$476.07	\$2,269.06	-\$1,069.06	189.09%
220	Repair/Maint Supply - Equip	\$5,500.00	\$4,083.38	\$9,569.89	-\$4,069.89	174.00%
221	Repair/Maint Vehicles	\$0.00	\$0.00	\$2.24	-\$2.24	0.00%
258	Unif Bob/Ted/Gerald	\$600.00	\$129.97	\$697.97	-\$97.97	116.33%
259	Unif Erik/Joe	\$600.00	\$0.00	\$520.64	\$79.36	86.77%
260	Unif Eric & Nate	\$600.00	\$0.00	\$247.01	\$352.99	41.17%
261	Unif Jake/Jon/Leigh	\$600.00	\$0.00	\$606.65	-\$6.65	101.11%
264	Unif Bobby/Ron	\$600.00	\$0.00	\$529.14	\$70.86	88.19%
265	Unif & P/T Expense	\$0.00	\$0.00	\$471.36	-\$471.36	0.00%
281	Tactical Team	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
282	Restitution Expenditures	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
283	Forfeiture Expenditures	\$1,000.00	\$0.00	\$996.20	\$3.80	99.62%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$2,800.00	\$262.47	\$2,022.80	\$777.20	72.24%
321	Communications-Cellular	\$5,400.00	\$311.61	\$2,373.41	\$3,026.59	43.95%
322	Postage	\$200.00	\$9.60	\$36.74	\$163.26	18.37%
331	Travel Expenses	\$1,200.00	\$0.00	\$1,614.37	-\$414.37	134.53%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$14,000.00	\$0.00	\$16,137.43	-\$2,137.43	115.27%
413	Office Equipment Rental/Repair	\$400.00	\$30.00	\$270.00	\$130.00	67.50%
430	Miscellaneous	\$200.00	\$107.50	\$269.75	-\$69.75	134.88%
433	Dues and Subscriptions	\$250.00	\$0.00	\$240.00	\$10.00	96.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
458	Undercover Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
460	Fines/Fees Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$6,500.00	\$1,012.00	\$10,129.89	-\$3,629.89	155.84%
550	Capital Outlay - Vehicles	\$45,000.00	\$373.83	\$44,372.35	\$627.65	98.61%
DEPT 42110 Police Administration		\$589,239.00	\$49,410.94	\$474,406.24	\$114,832.76	80.51%
DEPT 42280 Fire Administration						
100	Wages and Salaries Dept Head	\$6,000.00	\$500.00	\$4,000.00	\$2,000.00	66.67%
101	Assistant	\$1,200.00	\$100.00	\$775.00	\$425.00	64.58%
106	Training	\$2,100.00	\$75.00	\$850.00	\$1,250.00	40.48%
107	Services	\$43,500.00	\$0.00	-\$100.00	\$43,600.00	-0.23%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
122	FICA	\$4,039.00	\$51.63	\$476.13	\$3,562.87	11.79%
151	Workers Comp Insurance	\$4,231.00	\$0.00	\$3,811.00	\$420.00	90.07%
200	Office Supplies	\$100.00	\$0.00	\$35.90	\$64.10	35.90%
208	Instruction Fees	\$7,000.00	\$1,550.00	\$9,978.81	-\$2,978.81	142.55%
209	Physicals	\$500.00	\$0.00	\$2,326.00	-\$1,826.00	465.20%
210	Operating Supplies	\$3,000.00	\$341.37	\$5,303.82	-\$2,303.82	176.79%
212	Motor Fuels	\$500.00	\$19.46	\$314.75	\$185.25	62.95%
213	Diesel Fuel	\$2,500.00	\$89.19	\$531.09	\$1,968.91	21.24%
220	Repair/Maint Supply - Equip	\$3,000.00	\$699.81	\$3,778.45	-\$778.45	125.95%
221	Repair/Maint Vehicles	\$9,000.00	\$0.00	\$2,929.34	\$6,070.66	32.55%
222	Tires	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,000.00	\$1,516.91	\$4,869.21	-\$3,869.21	486.92%
233	FIRE PREVENTION	\$2,000.00	\$0.00	\$2,395.72	-\$395.72	119.79%
240	Small Tools and Minor Equip	\$1,500.00	\$469.56	\$1,757.93	-\$257.93	117.20%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,200.00	\$251.00	\$1,859.83	-\$659.83	154.99%
322	Postage	\$25.00	\$0.00	\$8.95	\$16.05	35.80%
331	Travel Expenses	\$2,500.00	\$0.00	\$2,435.25	\$64.75	97.41%
340	Advertising	\$200.00	\$0.00	\$18.00	\$182.00	9.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
360	Insurance	\$7,000.00	\$0.00	\$6,239.03	\$760.97	89.13%
430	Miscellaneous	\$150.00	\$105.30	\$6,615.30	-\$6,465.30	4410.20%
433	Dues and Subscriptions	\$1,200.00	\$0.00	\$1,242.00	-\$42.00	103.50%
443	Sales Tax	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
455	House Burn	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
491	FDRA City Contribution	\$21,000.00	\$0.00	\$0.00	\$21,000.00	0.00%
492	FDRA State Aid	\$28,000.00	\$0.00	\$0.00	\$28,000.00	0.00%
500	Capital Outlay	\$46,902.00	\$17,780.44	\$38,994.70	\$7,907.30	83.14%
550	Capital Outlay - Vehicles	\$0.00	\$46,178.27	\$518,854.98	-\$518,854.98	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$15,602.00	\$0.00	\$15,602.32	-\$0.32	100.00%
610	Interest	\$740.00	\$0.00	\$740.61	-\$0.61	100.08%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$425.00	\$0.00	\$0.00	\$425.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42280 Fire Administration		\$218,214.00	\$69,727.94	\$636,644.12	-\$418,430.12	291.75%
DEPT 42500 Ambulance Services						
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
306	Ambulance Subsidy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42500 Ambulance Services		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)						
100	Wages and Salaries Dept Head	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$45,712.00	\$3,392.76	\$30,586.15	\$15,125.85	66.91%
104	Tech 2	\$49,631.00	\$3,408.43	\$41,094.62	\$8,536.38	82.80%
105	Part-time	\$0.00	\$0.00	\$360.48	-\$360.48	0.00%
108	Tech 3	\$52,808.00	\$3,383.11	\$32,947.75	\$19,860.25	62.39%
121	PERA	\$11,110.00	\$763.82	\$7,558.58	\$3,551.42	68.03%
122	FICA	\$11,333.00	\$715.81	\$7,733.06	\$3,599.94	68.23%
131	Employer Paid Health	\$31,315.00	\$2,609.59	\$24,022.26	\$7,292.74	76.71%
132	Employer Paid Disability	\$929.00	\$86.41	\$739.23	\$189.77	79.57%
133	Employer Paid Dental	\$2,610.00	\$192.79	\$1,831.47	\$778.53	70.17%
134	Employer Paid Life	\$202.00	\$16.80	\$158.66	\$43.34	78.54%
136	Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$15,352.00	\$0.00	\$13,483.00	\$1,869.00	87.83%
152	Health Savings Account Contrib	\$15,000.00	\$3,500.00	\$16,500.00	-\$1,500.00	110.00%
200	Office Supplies	\$450.00	\$0.00	\$63.03	\$386.97	14.01%
208	Instruction Fees	\$1,000.00	\$0.00	\$799.22	\$200.78	79.92%
210	Operating Supplies	\$1,200.00	\$21.98	\$497.13	\$702.87	41.43%
212	Motor Fuels	\$8,000.00	\$426.65	\$3,770.63	\$4,229.37	47.13%
213	Diesel Fuel	\$15,000.00	\$665.32	\$5,459.28	\$9,540.72	36.40%
215	Shop Supplies	\$2,750.00	\$0.00	\$1,314.95	\$1,435.05	47.82%
220	Repair/Maint Supply - Equip	\$18,000.00	\$1,815.16	\$16,106.98	\$1,893.02	89.48%
221	Repair/Maint Vehicles	\$15,000.00	\$865.90	\$6,972.96	\$8,027.04	46.49%
222	Tires	\$1,500.00	\$0.00	\$946.60	\$553.40	63.11%
223	Bldg Repair Suppl/Maintenance	\$4,500.00	\$1,141.79	\$9,957.82	-\$5,457.82	221.28%
224	Street Maint Materials	\$20,000.00	\$187.96	\$6,844.39	\$13,155.61	34.22%
225	New Roads Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
226	Bridge Materials	\$25,000.00	\$3,306.45	\$21,844.75	\$3,155.25	87.38%
228	Street Lighting	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
232	Striping	\$8,000.00	\$0.00	\$8,005.00	-\$5.00	100.06%
235	Signs	\$3,000.00	\$97.93	\$787.65	\$2,212.35	26.26%
240	Small Tools and Minor Equip	\$2,500.00	\$214.00	\$4,172.30	-\$1,672.30	166.89%
254	Concessions - Pop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
259	Unif Erik/Joe	\$300.00	\$85.14	\$85.14	\$214.86	28.38%
260	Unif Eric & Nate	\$300.00	\$0.00	\$300.00	\$0.00	100.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$300.00	\$0.00	100.00%
303	Engineering Fees	\$25,000.00	\$280.00	\$5,263.00	\$19,737.00	21.05%
304	Legal Fees (Civil)	\$1,000.00	\$0.00	\$210.00	\$790.00	21.00%
314	Surveyor	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
316	Security Monitoring	\$200.00	\$0.00	\$126.90	\$73.10	63.45%
320	Communications	\$1,600.00	\$114.28	\$1,051.31	\$548.69	65.71%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
331	Travel Expenses	\$1,000.00	\$0.00	\$253.62	\$746.38	25.36%
340	Advertising	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
351	Legal Notices Publishing	\$100.00	\$0.00	\$55.25	\$44.75	55.25%
360	Insurance	\$27,000.00	\$0.00	\$24,865.00	\$2,135.00	92.09%
381	Electric Utilities	\$14,000.00	\$536.49	\$7,877.98	\$6,122.02	56.27%
383	Gas Utilities	\$6,000.00	\$73.30	\$2,315.30	\$3,684.70	38.59%
384	Refuse/Garbage Disposal	\$1,000.00	\$76.85	\$1,007.15	-\$7.15	100.72%
385	Sewer Utility	\$400.00	\$34.78	\$278.24	\$121.76	69.56%
405	Cleaning Services	\$3,700.00	\$176.25	\$2,099.80	\$1,600.20	56.75%
413	Office Equipment Rental/Repair	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
415	Equipment Rental	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$592.31	\$407.69	59.23%
433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
442	Safety Prog/Equipment	\$1,000.00	\$147.60	\$964.12	\$35.88	96.41%
443	Sales Tax	\$100.00	\$0.00	\$6,710.00	-\$6,610.00	6710.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
454	Joint Facility County Expense	\$45,000.00	\$2,104.28	\$38,949.02	\$6,050.98	86.55%
500	Capital Outlay	\$141,667.00	\$12,944.00	\$27,272.98	\$114,394.02	19.25%
550	Capital Outlay - Vehicles	\$0.00	\$0.00	\$259,367.76	-\$259,367.76	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
581	Capital Outlay -Seal Coat	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
582	Capital Outlay - Crackfill	\$0.00	\$0.00	\$55,370.00	-\$55,370.00	0.00%
583	Capital Outlay - Overlays	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
584	Capital Outlay - Road Const	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$635,419.00	\$43,385.63	\$699,872.83	-\$64,453.83	110.14%
DEPT 43100 Cemetery						
210	Operating Supplies	\$940.00	\$0.00	\$195.80	\$744.20	20.83%
220	Repair/Maint Supply - Equip	\$250.00	\$0.00	\$698.07	-\$448.07	279.23%
360	Insurance	\$60.00	\$0.00	\$65.42	-\$5.42	109.03%
381	Electric Utilities	\$350.00	\$60.28	\$218.63	\$131.37	62.47%
430	Miscellaneous	\$400.00	\$0.00	\$34.00	\$366.00	8.50%
452	Refund	\$0.00	\$0.00	\$900.00	-\$900.00	0.00%
500	Capital Outlay	\$1,000.00	\$200.01	\$1,533.98	-\$533.98	153.40%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 Cemetery		\$3,000.00	\$260.29	\$3,645.90	-\$645.90	121.53%
DEPT 45100 Park and Recreation (GENERAL)						
100	Wages and Salaries Dept Head	\$66,107.00	\$5,131.18	\$47,996.76	\$18,110.24	72.60%
101	Assistant	\$27,406.00	\$2,087.08	\$19,662.23	\$7,743.77	71.74%
103	Tech 1	\$37,232.00	\$1,444.64	\$24,960.12	\$12,271.88	67.04%
104	Tech 2	\$12,750.00	\$0.00	\$0.00	\$12,750.00	0.00%
105	Part-time	\$13,500.00	\$2,307.75	\$19,975.88	-\$6,475.88	147.97%
108	Tech 3	\$25,376.00	\$2,462.88	\$19,873.87	\$5,502.13	78.32%
121	PERA	\$12,666.00	\$834.45	\$8,579.65	\$4,086.35	67.74%
122	FICA	\$13,951.00	\$997.05	\$9,653.83	\$4,297.17	69.20%
131	Employer Paid Health	\$31,315.00	\$1,572.77	\$14,154.93	\$17,160.07	45.20%
132	Employer Paid Disability	\$1,624.00	\$71.66	\$1,028.38	\$595.62	63.32%
133	Employer Paid Dental	\$4,104.00	\$273.70	\$2,521.36	\$1,582.64	61.44%
134	Employer Paid Life	\$336.00	\$22.40	\$199.74	\$136.26	59.45%
136	Deferred Compensation	\$650.00	\$50.00	\$475.00	\$175.00	73.08%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$6,565.00	\$0.00	\$6,252.00	\$313.00	95.23%
152	Health Savings Account Contrib	\$15,000.00	\$1,500.00	\$9,000.00	\$6,000.00	60.00%
200	Office Supplies	\$200.00	\$0.00	\$250.15	-\$50.15	125.08%
208	Instruction Fees	\$500.00	\$0.00	\$233.31	\$266.69	46.66%
210	Operating Supplies	\$1,600.00	\$0.00	\$851.96	\$748.04	53.25%
212	Motor Fuels	\$2,000.00	\$130.20	\$911.88	\$1,088.12	45.59%
213	Diesel Fuel	\$1,500.00	\$0.00	\$258.12	\$1,241.88	17.21%
220	Repair/Maint Supply - Equip	\$3,000.00	\$14.97	\$1,863.03	\$1,136.97	62.10%
221	Repair/Maint Vehicles	\$2,000.00	\$0.00	\$1,055.79	\$944.21	52.79%
223	Bldg Repair Suppl/Maintenance	\$10,000.00	\$1,389.60	\$9,163.51	\$836.49	91.64%
231	Chemicals	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
235	Signs	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
254	Concessions - Pop	\$300.00	\$0.00	\$315.81	-\$15.81	105.27%
255	Concessions - Food	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$300.00	\$0.00	100.00%
261	Unif Jake/Jon/Leigh	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
264	Unif Bobby/Ron	\$225.00	\$0.00	\$214.18	\$10.82	95.19%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
308	Instructors Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
309	Tennis	\$1,600.00	\$0.00	\$270.41	\$1,329.59	16.90%
310	Program Supplies	\$1,000.00	\$69.96	\$1,222.75	-\$222.75	122.28%
311	Softball/Baseball	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
312	Aerobic Instruction	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
315	Warm House/Garage Exp	\$1,000.00	\$168.84	\$727.14	\$272.86	72.71%
316	Security Monitoring	\$700.00	\$0.00	\$821.88	-\$121.88	117.41%
317	Soccer/Skating	\$1,500.00	\$217.94	\$217.94	\$1,282.06	14.53%
318	Garage (North)	\$3,000.00	\$90.00	\$1,672.98	\$1,327.02	55.77%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$3,500.00	\$611.71	\$2,557.44	\$942.56	73.07%
322	Postage	\$150.00	\$0.00	\$55.08	\$94.92	36.72%
323	Garage (East)	\$800.00	\$0.75	\$313.05	\$486.95	39.13%
324	Disc Golf Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
331	Travel Expenses	\$700.00	\$72.16	\$517.80	\$182.20	73.97%
335	Background Checks	\$150.00	\$15.00	\$15.00	\$135.00	10.00%
340	Advertising	\$500.00	\$0.00	\$435.00	\$65.00	87.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$34.00	-\$34.00	0.00%
360	Insurance	\$15,000.00	\$0.00	\$13,260.26	\$1,739.74	88.40%
381	Electric Utilities	\$13,000.00	\$1,615.93	\$10,645.63	\$2,354.37	81.89%
383	Gas Utilities	\$7,500.00	\$105.08	\$3,641.63	\$3,858.37	48.56%
384	Refuse/Garbage Disposal	\$800.00	\$71.36	\$572.38	\$227.62	71.55%
403	Improvements Other Than Bldgs	\$3,800.00	\$0.00	\$2,633.00	\$1,167.00	69.29%
413	Office Equipment Rental/Repair	\$700.00	\$0.00	\$15.00	\$685.00	2.14%
415	Equipment Rental	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
430	Miscellaneous	\$800.00	\$0.00	\$504.42	\$295.58	63.05%
433	Dues and Subscriptions	\$500.00	\$0.00	\$165.00	\$335.00	33.00%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$62.07	\$1,437.93	4.14%
443	Sales Tax	\$3,200.00	\$0.00	\$2,428.00	\$772.00	75.88%
445	Sr Meals Expense	\$400.00	\$0.00	\$6.40	\$393.60	1.60%
448	Weight Room Ins Reimbur	\$150.00	\$9.75	\$112.50	\$37.50	75.00%
450	Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
452	Refund	\$150.00	\$33.19	\$421.57	-\$271.57	281.05%
453	80 Acre Development Expense	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
457	Weight Room Expenses	\$500.00	\$477.58	\$1,335.05	-\$835.05	267.01%
459	PAL Foundation Expenditures	\$3,000.00	\$0.00	\$22,557.10	-\$19,557.10	751.90%
461	Silver Sneakers	\$5,000.00	\$483.00	\$4,209.00	\$791.00	84.18%
481	Park Master Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$69,250.00	\$3,506.64	\$32,515.82	\$36,734.18	46.95%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552	Capital Outlay-Land	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
557	Capital Outlay - Tennis Courts	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$1,250.00	\$104.14	\$937.26	\$312.74	74.98%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45100 Park and Recreation (GENERA		\$437,857.00	\$27,943.36	\$304,634.05	\$133,222.95	69.57%
DEPT 45500 Library						
101	Assistant	\$27,872.00	\$2,160.00	\$20,230.60	\$7,641.40	72.58%
121	PERA	\$2,090.00	\$162.00	\$1,540.06	\$549.94	73.69%
122	FICA	\$2,132.00	\$143.86	\$1,377.99	\$754.01	64.63%
131	Employer Paid Health	\$12,442.00	\$1,036.82	\$9,331.38	\$3,110.62	75.00%
132	Employer Paid Disability	\$216.00	\$20.67	\$176.83	\$39.17	81.87%
133	Employer Paid Dental	\$1,116.00	\$80.91	\$752.29	\$363.71	67.41%
134	Employer Paid Life	\$67.00	\$5.60	\$50.40	\$16.60	75.22%
135	Employer Paid Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
140	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
151	Workers Comp Insurance	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
152	Health Savings Account Contrib	\$6,000.00	\$1,500.00	\$6,000.00	\$0.00	100.00%
201	Library Operating Supplies	\$2,000.00	\$0.00	\$1,171.08	\$828.92	58.55%
202	Library Subscriptions	\$500.00	\$0.00	\$366.60	\$133.40	73.32%
203	Library Books	\$500.00	\$141.24	\$4,786.96	-\$4,286.96	957.39%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
204	Children s Program Expense	\$150.00	\$0.00	\$8.75	\$141.25	5.83%
205	Library Luncheon Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	NY Times Best Seller Program	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
207	Golf Fundraiser Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
319	Donation Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
320	Communications	\$1,000.00	\$60.53	\$475.47	\$524.53	47.55%
322	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
360	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	Office Equipment Rental/Repair	\$500.00	\$0.00	\$1,015.00	-\$515.00	203.00%
430	Miscellaneous	\$1,000.00	\$48.00	\$88.38	\$911.62	8.84%
443	Sales Tax	\$0.00	\$0.00	\$14.00	-\$14.00	0.00%
452	Refund	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
459	PAL Foundation Expenditures	\$250.00	\$38.77	\$2,262.09	-\$2,012.09	904.84%
500	Capital Outlay	\$500.00	\$27.88	\$2,191.88	-\$1,691.88	438.38%
600	Principal	\$1,250.00	\$104.14	\$937.26	\$312.74	74.98%
DEPT 45500 Library		\$59,885.00	\$5,530.42	\$52,777.02	\$7,107.98	88.13%
DEPT 47014 2012 Series A						
600	Principal	\$175,000.00	\$0.00	\$175,000.00	\$0.00	100.00%
610	Interest	\$34,403.00	\$0.00	\$34,402.50	\$0.50	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$183.00	-\$183.00	0.00%
DEPT 47014 2012 Series A		\$209,403.00	\$0.00	\$209,585.50	-\$182.50	100.09%
DEPT 47015 47015 Series 2015B						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47015 47015 Series 2015B		\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
DEPT 48000 Recycling						
384	Refuse/Garbage Disposal	\$32,340.00	\$2,433.00	\$21,897.00	\$10,443.00	67.71%
388	Recycling Expenses	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
430	Miscellaneous	\$2,340.00	\$262.00	\$2,358.00	-\$18.00	100.77%
DEPT 48000 Recycling		\$34,780.00	\$2,695.00	\$24,255.00	\$10,525.00	69.74%
FUND 101 GENERAL FUND		\$3,056,468.00	\$264,957.98	\$2,933,843.71	\$122,624.29	95.99%
FUND 301 DEBT SERVICE FUND						
DEPT 47000 Emer Svcs Ctr Refunding 2004						
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602	REA Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000 Emer Svcs Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001 Community Ctr Refunding 2002						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47001 Community Ctr Refunding 200		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002 G.O. Improve-Wilderness						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47002 G.O. Improve-Wilderness		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003 1999 Series A Improvement Bond						

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47003 1999 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004 1999 Series B Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47004 1999 Series B Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005 2001 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47005 2001 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006 2002 Series A Improvement Bond						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47006 2002 Series A Improvement B		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009 2003 Joint Facility		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47010 2004 Series A		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement Bond						
600	Principal	\$150,000.00	\$0.00	\$150,000.00	\$0.00	100.00%
610	Interest	\$12,430.00	\$0.00	\$12,430.00	\$0.00	100.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47011 2006 Series B Improvement B		\$162,430.00	\$0.00	\$162,430.00	\$0.00	100.00%
DEPT 47012 2006 Series C Equipment Cert						
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
DEPT 47013 Bond Disclosure						
440	Telephone Co Reimb Expense	\$1,200.00	\$0.00	\$1,012.50	\$187.50	84.38%
621	Continung Disclosure Expene	\$1,200.00	\$0.00	\$1,012.50	\$187.50	84.38%
DEPT 47013 Bond Disclosure		\$2,400.00	\$0.00	\$2,025.00	\$375.00	84.38%
DEPT 47014 2012 Series A						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$130,000.00	\$0.00	\$130,000.00	\$0.00	100.00%
610	Interest	\$1,300.00	\$0.00	\$1,300.00	\$0.00	100.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$134.00	-\$134.00	0.00%
DEPT 47014 2012 Series A		\$131,300.00	\$0.00	\$131,434.00	-\$134.00	100.10%
FUND 301 DEBT SERVICE FUND		\$296,130.00	\$0.00	\$295,889.00	\$241.00	99.92%
FUND 401 GENERAL CAPITAL PROJECTS						
DEPT 44000 Capital Projects						
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 44000 Capital Projects		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert						
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47012 2006 Series C Equipment Cert		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses						
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Finanacing Uses		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 GENERAL CAPITAL PROJECTS		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ						
DEPT 46002 JOBZ - Crosstech Mfg						
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46002 JOBZ - Crosstech Mfg		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 JOBZ		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 405 TAX INCREMENT FINANCE PROJECTS						
DEPT 46000 Tax Increment Financing						
351	Legal Notices Publishing	\$650.00	\$0.00	\$59.50	\$590.50	9.15%
640	Tax Increment 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
641	Tax Increment 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
642	Tax Increment 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
643	Tax Increment 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
644	Tax Increment 7 - Stone #1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
645	Tax Increment 8 - Crosswoods	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
646	TaxIncrement 9-C&J Dev	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
650	Administrative Costs	\$650.00	\$0.00	\$100.00	\$550.00	15.38%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46000 Tax Increment Financing		\$1,300.00	\$0.00	\$159.50	\$1,140.50	12.27%
DEPT 46001 TIF 1-9 MidWest Asst Living						
646	TaxIncrement 9-C&J Dev	\$11,700.00	\$0.00	\$5,779.24	\$5,920.76	49.40%
DEPT 46001 TIF 1-9 MidWest Asst Living		\$11,700.00	\$0.00	\$5,779.24	\$5,920.76	49.40%
FUND 405 TAX INCREMENT FINANCE PROJEC		\$13,000.00	\$0.00	\$5,938.74	\$7,061.26	45.68%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
FUND 408 WEST SHORE DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 408 WEST SHORE DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNNIE/ROBERT STREET						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 409 JOHNNIE/ROBERT STREET		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 410 MARODA DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 411 SUNSET DRIVE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 DUCK LANE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD						
DEPT 43000 Public Works (GENERAL)						
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000 Public Works (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 FAWN LAKE ROAD		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 SUNRISE ISLAND BRIDGE PROJECT						
DEPT 43000 Public Works (GENERAL)						
226	Bridge Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 414	SUNRISE ISLAND BRIDGE PROJEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 AMBULANCE PROJECT						
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551	Capital Outlay-Building	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 415	AMBULANCE PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420 LIBRARY PROJECT						
DEPT 45500	Library					
302	Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45500	Library	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 420	LIBRARY PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432 SEWER PROJECT						
DEPT 43200	Sewer					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
443	Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300	Other Finanacing Uses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 432	SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463 BRITA LN/PINE VIEW LN						
DEPT 43000	Public Works (GENERAL)					
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 463	BRITA LN/PINE VIEW LN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 502 ECONOMIC DEVELOPMENT FUND						
DEPT 41940	General Government					
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41940	General Government	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENERAL)					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000	Emer Svcs Ctr Refunding 2004					
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
616	Bond Discount	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47000	Emer Svcs Ctr Refunding 200	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility					
430	Miscellaneous	\$10,000.00	\$0.00	\$3,457.50	\$6,542.50	34.58%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47009	2003 Joint Facility	\$10,000.00	\$0.00	\$3,457.50	\$6,542.50	34.58%
FUND 502	ECONOMIC DEVELOPMENT FUND	\$10,000.00	\$0.00	\$3,457.50	\$6,542.50	34.58%
FUND 503	EDA (REVOLVING LOAN)					
DEPT 46500	Economic Develop mt (GENERAL)					
304	Legal Fees (Civil)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
447	Loan Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500	Economic Develop mt (GENER	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 503	EDA (REVOLVING LOAN)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
FUND 601	SEWER OPERATING FUND					
DEPT 43200	Sewer					
100	Wages and Salaries Dept Head	\$70,847.00	\$5,465.76	\$51,138.18	\$19,708.82	72.18%
101	Assistant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	Tech 1	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
104	Tech 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
108	Tech 3	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
121	PERA	\$5,314.00	\$409.94	\$3,893.83	\$1,420.17	73.27%
122	FICA	\$5,420.00	\$392.92	\$3,744.29	\$1,675.71	69.08%
131	Employer Paid Health	\$12,442.00	\$1,036.82	\$9,331.38	\$3,110.62	75.00%
132	Employer Paid Disability	\$531.00	\$52.58	\$437.06	\$93.94	82.31%
133	Employer Paid Dental	\$1,116.00	\$80.91	\$752.29	\$363.71	67.41%
134	Employer Paid Life	\$67.00	\$5.60	\$50.40	\$16.60	75.22%
136	Deferred Compensation	\$650.00	\$50.00	\$475.00	\$175.00	73.08%
151	Workers Comp Insurance	\$3,674.00	\$0.00	\$3,553.00	\$121.00	96.71%
152	Health Savings Account Contrib	\$6,000.00	\$1,500.00	\$6,000.00	\$0.00	100.00%
200	Office Supplies	\$250.00	\$0.00	\$639.14	-\$389.14	255.66%
208	Instruction Fees	\$2,000.00	\$0.00	\$2,313.21	-\$313.21	115.66%
210	Operating Supplies	\$1,500.00	\$24.95	\$1,436.02	\$63.98	95.73%
212	Motor Fuels	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
213	Diesel Fuel	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
220	Repair/Maint Supply - Equip	\$7,000.00	\$1,912.12	\$15,339.75	-\$8,339.75	219.14%
221	Repair/Maint Vehicles	\$1,500.00	\$78.62	\$139.17	\$1,360.83	9.28%
222	Tires	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$1,500.00	\$20.00	\$5,083.97	-\$3,583.97	338.93%
229	Oper/Maint - Lift Station	\$12,000.00	\$723.82	\$3,304.87	\$8,695.13	27.54%
230	Repair/Maint - Collection Syst	\$7,000.00	\$2,117.28	\$3,067.63	\$3,932.37	43.82%

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
231	Chemicals	\$10,000.00	\$860.40	\$12,728.94	-\$2,728.94	127.29%
258	Unif Bob/Ted/Gerald	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
303	Engineering Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
304	Legal Fees (Civil)	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
320	Communications	\$600.00	\$47.26	\$373.87	\$226.13	62.31%
321	Communications-Cellular	\$1,400.00	\$135.25	\$1,105.57	\$294.43	78.97%
322	Postage	\$800.00	\$0.00	\$623.93	\$176.07	77.99%
331	Travel Expenses	\$2,000.00	\$0.00	\$2,107.63	-\$107.63	105.38%
340	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
351	Legal Notices Publishing	\$200.00	\$0.00	\$119.00	\$81.00	59.50%
360	Insurance	\$7,500.00	\$0.00	\$7,845.51	-\$345.51	104.61%
381	Electric Utilities	\$26,000.00	\$2,297.81	\$19,296.82	\$6,703.18	74.22%
383	Gas Utilities	\$3,000.00	\$25.00	\$2,775.09	\$224.91	92.50%
384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
406	Lab Testing	\$10,000.00	\$821.10	\$7,568.51	\$2,431.49	75.69%
407	Sludge Disposal	\$12,000.00	\$0.00	\$12,325.00	-\$325.00	102.71%
420	Depreciation Expense	\$200,000.00	\$0.00	\$0.00	\$200,000.00	0.00%
430	Miscellaneous	\$100.00	\$49.99	\$104.99	-\$4.99	104.99%
433	Dues and Subscriptions	\$300.00	\$187.00	\$460.00	-\$160.00	153.33%
442	Safety Prog/Equipment	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
443	Sales Tax	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
450	Permits	\$200.00	\$0.00	\$1,450.00	-\$1,250.00	725.00%
452	Refund	\$100.00	\$0.00	\$144.00	-\$44.00	144.00%
500	Capital Outlay	\$72,302.00	\$3,950.00	\$12,126.03	\$60,175.97	16.77%
553	Capital Outlay - Sewer Filters	\$0.00	\$0.00	\$21,553.00	-\$21,553.00	0.00%
554	Capital Outlay - Ox Ditch Bldg	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
555	Capital Outlay - Sewer Biosol	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
556	Capital Outlay - Sewer Exten	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$492,063.00	\$22,245.13	\$213,407.08	\$278,655.92	43.37%
FUND 601 SEWER OPERATING FUND		\$492,063.00	\$22,245.13	\$213,407.08	\$278,655.92	43.37%
FUND 651 SEWER RESTRICTED SINKING FUND						
DEPT 43200 Sewer						
220	Repair/Maint Supply - Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
223	Bldg Repair Suppl/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47007 2003 Series A Disposal						
600	Principal	\$170,000.00	-\$170,000.00	\$0.00	\$170,000.00	0.00%
610	Interest	\$36,591.00	-\$4,007.77	\$33,997.23	\$2,593.77	92.91%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
620	Fiscal Agent s Fees	\$15,000.00	\$0.00	\$178.00	\$14,822.00	1.19%
DEPT 47007 2003 Series A Disposal		\$221,591.00	-\$174,007.77	\$34,175.23	\$187,415.77	15.42%
DEPT 47008 2003 Series B Sewer						
452	Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
600	Principal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
610	Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
615	Issuance Costs (Other Financin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 47008 2003 Series B Sewer		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 651 SEWER RESTRICTED SINKING FUN		\$221,591.00	-\$174,007.77	\$34,175.23	\$187,415.77	15.42%
FUND 652 WASTEWATER MGMT DISTRICT						

OBJ	OBJ Descr	2015 Budget	SEPTEMBER 2015 Amt	2015 YTD Amt	2015 YTD Balance	%YTD Budget
DEPT 41910	Planning and Zoning					
430	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910	Planning and Zoning	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 652	WASTEWATER MGMT DISTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$4,090,252.00	\$113,195.34	\$3,486,711.26	\$603,540.74	85.24%

B.5.

**City of Crosslake**  
**09/30/2015 Budget to Actual Analysis (Remove Debt Service, Capital Outlay and Operating Transfers)**

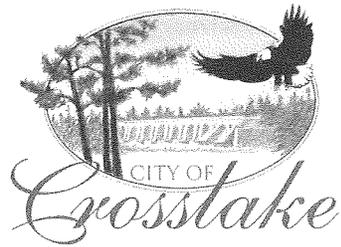
Description	2015 Budget	30-Sep	2015 YTD Amount	2015 YTD Balance	2015 %YTD Budget
<b>Total Expense (From Month End Report For September 30, 2015)</b>	<b>\$ 4,090,252</b>	<b>\$ 113,195</b>	<b>\$ 3,486,711</b>	<b>\$ 603,541</b>	<b>85.24%</b>
<b>Adjustments:</b>					
<u>Less: All DS Issues</u>					
(101-41400-600) Administration: Copier Lease	(1,890)	(129)	(1,161)	(729)	61.43%
(101-41910-600) Planning and Zoning: Copier Lease	(1,890)	(129)	(1,032)	(858)	54.60%
(101-42280-600) Fire Administration - Principal	(15,602)	0	(15,602)	0	100.00%
(101-42280-600) Fire Administration - Interest	(740)	0	(741)	1	100.08%
(101-42280-620) Fire Administration - Fiscal Agent Fees	(425)	0	0	(425)	0.00%
(101-45100-600) Parks and Rec.: Copier Lease	(1,250)	(104)	(937)	(313)	74.98%
(101-45500-600) Library: Copier Lease	(1,250)	(104)	(937)	(313)	74.98%
(101-47014-600) 2012 Series A - Principal	(175,000)	0	(175,000)	0	100.00%
(101-47014-610) 2012 Series A - Interest	(34,403)	0	(34,403)	0	100.00%
(101-47014-620) 2012 Series A - Fiscal Agent Fees	0	0	(183)	183	0.00%
(101-47015-615) Series 2015B Equip. Cert. Issuance Costs	0	0	(2,500)	2,500	0.00%
(301-47011-600) 2006 Series B - Principal	(150,000)	0	(150,000)	0	100.00%
(301-47011-610) 2006 Series B - Interest	(12,430)	0	(12,430)	0	100.00%
(301-47014-600) 2012 Series A - Principal	(130,000)	0	(130,000)	0	100.00%
(301-47014-610) 2012 Series A - Interest	(1,300)	0	(1,300)	0	100.00%
(301-47014-621) Fiscal Agent Fees	0	0	(134)	134	0.00%
(301-47013-440/621) Fiscal Agent Fees	(2,400)	0	(2,025)	(375)	0.00%
(651-47007-600) 2012 Series A Disposal - Prin.. ( Reported on B/S)	(170,000)	170,000	0	(170,000)	0.00%
(651-47007-610) 2012 Series A Disposal -Interest	(36,590)	4,008	(33,997)	(2,593)	92.91%
(651-47007-620) 2012 Series A Disposal - Fiscal Agent Fees	(15,000)	0	(178)	(14,822)	1.19%
<b>Total Debt Service</b>	<b>(750,170)</b>	<b>173,541</b>	<b>(562,560)</b>	<b>(187,609)</b>	<b>74.99%</b>
<u>Less - All Capital Outlay Accounts:</u>					
(101-41400-600) Administration	(19,400)	0	(2,764)	(16,636)	14.25%
(101-41910-500) Planning and Zoning	(19,400)	0	(5,480)	(13,920)	28.25%
(101-41940-500) General Government Capital Outlay	(113,000)	(14,770)	(17,570)	(95,430)	15.55%
(101-42110-500) Police Administration Capital Outlay	(6,500)	(1,012)	(10,130)	3,630	155.84%
(101-42110-550) Police Administration Capital Outlay - Vehicles	(45,000)	(374)	(44,372)	(628)	98.61%
(101-42280-500) Fire Administration - Capital Outlay	(46,902)	(17,780)	(38,995)	(7,907)	83.14%
(101-42280-550) Fire Administration - Capital Outlay - Vehicles	0	(46,178)	(518,855)	518,855	0.00%
(101-43000-500) Public Works - Capital Outlay	(141,668)	(12,944)	(342,011)	200,343	241.42%
(101-43100-500) Cemetery - Capital Outlay	(1,000)	(200)	(1,534)	534	153.40%
(101-45100-500) Parks and Recreation - Capital Outlay	(69,250)	(3,507)	(32,516)	(36,734)	46.95%
(101-45500-500) Library	(500)	(28)	(2,192)	1,692	0.00%
(601-43200-500) Sewer - Capital Outlay	(72,302)	(3,950)	(33,679)	(38,623)	46.58%
<b>Total Capital Outlay</b>	<b>(534,922)</b>	<b>(100,743)</b>	<b>(1,050,098)</b>	<b>515,176</b>	<b>196.31%</b>
<u>Less: Operating Transfers Between Funds:</u>					
N/A	0	0	0	0	0%
N/A	0	0	0	0	0%
<b>Total Operating Transfers Between Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<u>Less: Depreciation/Amortization</u>					
(601) Depreciation	(200,000)	0	0	(200,000)	0.00%
<b>Adjusted Expenditures</b>	<b>\$ 2,605,161</b>	<b>\$ 185,994</b>	<b>\$ 1,874,054</b>	<b>\$ 731,107</b>	<b>71.94%</b>
<b>Linear Assumption (9 Month/12 Months) = 75.00%</b>					
	<b>75.00%</b>	<b>\$ 3,067,689</b>			<b>-3.06%</b>

City of Crosslake  
Pledged Collateral  
September 30, 2015

Depository	Percent of Total Bank Balance		Less: Insurance FDIC/NCUA			Deposits Requiring Collateral		Amount of Collateral Required (110% of Deposits Requiring Collateral)		Market Value of Collateral Provided		Sufficient (Insufficient) Collateral Coverage		Collateral Description		Expiration Date	
	Bank Balance		Bank Balance			Collateral		Collateral		Provided		Coverage		Collateral Description	Expiration Date		
Riverwood Bank	9.7%	\$ 199,823	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0					
First National Bank	15.8%	\$ 326,912	\$ 250,000	\$ 76,912	\$ 84,604	\$ 200,000	\$ 115,396	\$ 200,000	\$ 200,000	\$ 200,000	\$ 115,396	Letter of Credit #2552-16	11/14/2016				
BlackRidge Bank	37.5%	\$ 774,965	\$ 250,000	\$ 524,965	\$ 577,462	\$ 1,000,000	\$ 422,538	\$ 1,000,000	\$ 1,000,000	\$ 422,538	Letter of Credit 4072-161	2/27/2016					
Frandsen Bank and Trust	37.1%	\$ 767,496	\$ 250,000	\$ 517,496	\$ 569,246	\$ 1,630,745	\$ 1,061,499	\$ 1,630,745	\$ 1,630,745	\$ 1,061,499	3622A2JV5 GNMA; 3128MDTJ2 FHLMC	04/15/2026; 08/01/2028					
<b>Totals</b>	<b>100.0%</b>	<b>\$ 2,069,197</b>	<b>\$ 1,119,374</b>	<b>\$ 1,231,311</b>	<b>\$ 2,830,745</b>	<b>\$ 1,599,434</b>											

B.G.

City Hall: 218-692-2688  
Planning & Zoning: 218-692-2689  
Fax: 218-692-2687



B. 7.  
37028 County Road 66  
Crosslake, Minnesota 56442  
www.cityofcrosslake.org

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MEMO TO: City Council  
FROM: *MLL* Mike Lyonais – City Finance Director/Treasurer  
DATE: October 12, 2015  
SUBJECT: Recommendation to Close Bank Account

Public Fund Money Market Checking Account #2012801128, located at Frandsen Bank & Trust – Crosslake was originally established to track the original construction related activity of the City’s Sewer System. Construction was completed in 2004, and any remaining funds should have been consumed to reduce debt service. At that time (2004), the City chose to carry-over any unused funds to be used at a later date to finance construction related items or repairs.

The City’s general practice was to use the General Checking Account to pay for any construction or repairs made to the sewer system and periodically reimburse the General Checking Account for those items. The last time this process occurred was in 2011.

The balance in the Account #2012801128 at 9/30/2015 is \$16,275.69. Repairs and upgrades to the Sewer System since 2011 to date have exceeded this account balance.

**Recommendation:**  
Council motion to close “Public Fund Money Market Checking Account #2012801128” to the City’s General Checking Account “Public Fund Business Interest Checking Account #104100163” to reflect reimbursement of these costs. Both accounts are at Frandsen Bank & Trust – Crosslake. For financial reporting purposes, this has already been reflected in the audited financial statements.

Council Action – Motion

B. 8.

09/23/2015 8:54:07 am

# Crosslake Communications Balance Sheet

For The Eight Months Ending August 31, 2015

	<u>YTD Amount</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash in Checking and Savings Accounts	384,575.47
Temporary Cash Investments	843,514.43
Restricted Cash Investments	760,333.91
Due From Customers	7,865.67
Other Accounts Receivable	69,740.32
Interest Receivable	3,567.36
Material - Regulated	74,372.22
Materials - Deregulated	11,059.97
Prepayments and Other	70,536.98
<b>Total Current Assets</b>	<u><u>2,225,566.33</u></u>
<b>Noncurrent Assets</b>	
Other Investments	54,022.21
Nonreg Plant and Equipment	276,203.62
Deferred Charges	99,197.19
<b>Total Noncurrent Assets</b>	<u><u>429,423.02</u></u>
<b>Plant, Property and Equipment - Telephone</b>	
Telecommunications Plant in Service	12,366,362.57
Plant Under Construction	427,938.67
Less Accumulated Depreciation - Telephone	(7,736,366.19)
<b>Net Plant - Telephone</b>	<u><u>5,057,935.05</u></u>
<b>Plant, Property and Equipment - Cable</b>	
Cable Plant in Service	2,840,418.15
Less Accumulated Depreciation - Cable	(2,557,638.75)
<b>Net Plant - Cable</b>	<u><u>282,779.40</u></u>
<b>Total Assets</b>	<u><u>\$ 7,995,703.80</u></u>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable	180,677.25
Advance Billings and Prepayment	7,171.54
Customer Deposits	60,837.17
Accrued Interest	13,522.27
Other Current Liabilities	36,017.41
<b>Total Current Liabilities</b>	<u><u>298,225.64</u></u>
<b>Long-Term Debt</b>	
2006 Utility Revenue Bond	2,485,000.00
<b>Total Long-Term Debt</b>	<u><u>2,485,000.00</u></u>
<b>Other Liabilities and Deferred Credits</b>	
Other Long-Term Liabilities	120,597.00
Other Deferred Credits	0.00
<b>Total Other Liabilities and Credits</b>	<u><u>120,597.00</u></u>
<b>EQUITY</b>	
Income Balance	(8,684.03)
Fund Equity	5,100,565.19
<b>Total Equity</b>	<u><u>5,091,881.16</u></u>
<b>Total Liabilities and Equity</b>	<u><u>\$ 7,995,703.80</u></u>

## Crosslake Communications Income Statement

For The Eight Months Ending August 31, 2015

	<u>PTD Amount</u>	<u>LYPTD Amount</u>	<u>YTD Amount</u>	<u>LYTD Amount</u>
<b>Revenues</b>				
Local Network Service	37,078.52	37,765.77	283,265.10	294,935.79
Network Access Service Revenue	72,901.07	70,633.48	557,813.72	561,574.53
Directory and Other Misc. Reg Revenue	4,224.21	4,205.28	32,092.34	33,100.05
Internet, Computer Sales	87,680.76	83,817.25	611,196.33	578,961.73
Uncollectible Revenue	0.00	(40.90)	37.25	(9.14)
Cable Revenue	125,044.64	119,671.21	797,161.29	774,077.20
Tower, Rent and Ad Revenue	9,904.91	8,910.71	103,278.50	101,263.61
Other Sales, Lease and Install Revenue	16,656.49	16,714.12	107,826.20	112,438.72
<b>Total Operating Revenue</b>	<u>353,490.60</u>	<u>341,676.92</u>	<u>2,492,670.73</u>	<u>2,456,342.49</u>
<b>Operating Expenses</b>				
Plant Specific Operations Expense	31,290.42	54,391.42	271,306.04	304,831.53
Plant Nonspecific Operations Expense	26,337.96	29,553.37	208,026.30	234,521.31
Depreciation Expense	72,645.67	62,271.36	554,198.41	522,596.89
Customer Operations Expense	28,369.37	26,847.97	221,080.02	214,570.17
Corporate Operations Expense	24,250.45	32,153.36	246,228.31	271,690.88
Internet, Computer Sales Expense	30,496.05	27,730.43	216,325.18	225,541.19
Other Non Reg Expenses	1,615.04	1,699.04	12,329.54	11,890.98
Signal Purchases	83,680.23	77,020.38	540,316.32	479,084.82
Operating Transfers to City	24,065.23	23,145.48	192,493.81	185,136.15
<b>Total Operating Expenses</b>	<u>322,750.42</u>	<u>334,812.81</u>	<u>2,462,303.93</u>	<u>2,449,863.92</u>
<b>Total Operating Income (Loss)</b>	<b>30,740.18</b>	<b>6,864.11</b>	<b>30,366.80</b>	<b>6,478.57</b>
<b>Total Operating Ratio</b>	<b>91.30 %</b>	<b>97.99 %</b>	<b>98.78 %</b>	<b>99.74 %</b>
<b>Other Income (Expense)</b>				
Investment Income	1,359.45	254.91	15,867.92	11,642.06
Revenue Bond/Co Bank Interest	(4,475.91)	(11,700.83)	(45,230.29)	(93,606.64)
Amortize Debt Expense	(1,321.16)	(781.70)	(10,029.82)	(6,253.60)
Gain/(Loss) on Investments	0.00	0.00	344.40	(5.10)
Miscellaneous	(0.04)	0.17	(3.04)	(0.26)
<b>Total Other Income (Expense)</b>	<u>(4,437.66)</u>	<u>(12,227.45)</u>	<u>(39,050.83)</u>	<u>(88,223.54)</u>
<b>Total Net Income (Loss)</b>	<u><u>26,302.52</u></u>	<u><u>(5,363.34)</u></u>	<u><u>(8,684.03)</u></u>	<u><u>(81,744.97)</u></u>

# Crosslake Communications

## Detail of Reserve Balances

8/31/2015

<b>Restricted and Designated Investments</b>	
Revenue Bond Reserve	\$248,500.00
Bond Payment Account	\$0.00
Cable Operations & Maintenance Reserve	\$32,911.69
Reserve for BiAnnual Debt Payments	340,748.71
New Central Office Reserve (Switch)	0.00
Heavy Equipment Reserve	60,666.76
Vehicle Reserve	17,955.02
Building Maintenance Reserve	0.00
New Technology Reserve	59,551.73
<b>Total Restricted and Designated Investments</b>	<b>\$760,333.91</b>
Unrestricted Investments	843,514.43
<b>Total Investments</b>	<b>\$1,603,848.34</b>
Unposted Market Value Allow	(\$3,657.57)

Wells Fargo	1,265,281.33
Riverwood Bank	199,798.62
4M Fund	135,110.82
<b>Total Per Statements</b>	<b>1,600,190.77</b>

CROSSLAKE COMMUNICATIONS  
**Accounts Payable**  
**Check Register**  
**08/01/2015 To 08/31/2015**

B. 9.

Bank Account: GENERAL ACCOUNT

<u>Check No.</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Reference</u>	<u>Amount</u>
2008	08/03/2015	FRANSEN BANK AND TRUST	JULY VISA CHARGES	1,907.25
2009	08/10/2015	CITY OF CROSSLAKE (SEWER)	JULY SEWER	37.00
2010	08/28/2015	LIBRARY OF CONGRESS	1ST HALF 2015 COPYRIGHT FEES	3,209.02
2011	08/31/2015	INTERNAL REVENUE SERVICE	AUGUST EXCISE TAX	1,314.94
2021	08/14/2015	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	4,374.19
2022	08/14/2015	PERA	PERA EE & ER	2,738.80
2023	08/14/2015	MINNESOTA DEPT OF REVENUE	MINNESOTA WITHHOLDING	682.80
2024	08/14/2015	DEFERRED COMP	DEFERRED COMP.	2,000.00
2034	08/28/2015	INTERNAL REVENUE SERVICE	FEDERAL, FICA, MEDICARE	5,022.09
2035	08/28/2015	PERA	PERA EE & ER	2,680.31
2036	08/28/2015	MINNESOTA DEPT OF REVENUE	MINNESOTA WITHHOLDING	818.89
2037	08/28/2015	DEFERRED COMP	DEFERRED COMP.	2,000.00
2038	08/26/2015	CROW WING POWER	JULY ELECTRIC SERVICE	4,936.90
2039	08/31/2015	MINNESOTA DEPT OF REVENUE	AUGUST SALES & USE TAX	14,122.00
31381	08/10/2015	PAUL BUNYAN COMMUNICATIONS	AUGUST LOCAL CHANNEL TRANSPORT	800.00
31382	08/10/2015	MINNESOTA DEPT OF COMMERCE	2015 UNCLAIMED PROPERTY REMITTANCE	194.54
31383	08/10/2015	NMN INC	TUMBLERS FOR OPEN HOUSE	934.12
31384	08/10/2015	RONALD J. SCHMIDT	4' TABLE FOR SPLICING	40.02
31385	08/10/2015	CROSSLAKE ROLLOFF	JULY/AUG DIRECTORY RECYCLE	110.00
31386	08/10/2015	GOPHER STATE ONE CALL	LOCATES	240.70
31387	08/10/2015	UNITED PARCEL SERVICE	WKLY SERVICE & MISC SHIPPING	144.75
31388	08/10/2015	CROSSLAKE COMMUNICATIONS	PHONE SERVICE, COMM CTR VOICE MAIL	1,005.94
31389	08/10/2015	CITY OF CROSSLAKE	OPR TRANSFER, LANDSCAPE ROCK	23,384.00
31390	08/10/2015	CONSOLIDATED TELEPHONE	JULY MGMT FEE & MISC SERVICES	23,250.91
31391	08/10/2015	CITI LITES INC	LOCATES	2,204.95
31392	08/10/2015	THE OFFICE SHOP INC.	TRASH BAGS, COPY PAPER, POST-ITS, ETC.	355.88
31393	08/10/2015	XCEL ENERGY	METER CHARGES - SUNRISE & 16	109.33
31394	08/10/2015	MINNESOTA 9-1-1 PROGRAM	911, TAP, TAM	1,407.95
31395	08/10/2015	NCPERS MINNESOTA	AUGUST LIFE INSURANCE	32.00
31396	08/10/2015	NATIONAL CABLE TELEVISION COOP	REEL CADDY, BACKUP UNIT, COAX, CONDUIT	13,483.52
31397	08/10/2015	CENTRAL TRANSPORT GROUP LLC	4 EA DS1'S	2,332.32
31398	08/10/2015	GRAYBAR ELECTRIC COMPANY INC	JDSU SMART OTDR	4,882.69
31399	08/10/2015	ASSURANT EMPLOYEE BENEFITS	AUGUST LONG TERM DISABILITY	331.94
31400	08/10/2015	PURCHASE POWER	POSTAGE METER FILL	503.50
31401	08/10/2015	PINNACLE	TELEPHONE DIRECTORY-12	1,123.65
31402	08/10/2015	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS	4,732.69
31403	08/10/2015	UNIVERSAL SERVICE ADMIN CO.	JULY FUSC	3,006.07
31404	08/10/2015	ROVI GUIDES	AFFILIATE PAYMENT	961.74
31405	08/10/2015	SHOWTIME NETWORKS INC	AFFILIATE PAYMENT	362.34
31406	08/10/2015	FOX SPORTS NET NORTH	AFFILIATE PAYMENT	11,299.38
31407	08/10/2015	TOWER DISTRIBUTION COMPANY	AFFILIATE PAYMENT	410.41
31408	08/10/2015	D F COUNTRYMAN CO INC	ARRIS EDFA-4 AMPLIFIER	6,453.08
31409	08/10/2015	PROSTAFF	CUSTOMER SERVICE ASSISTANCE	659.40
31410	08/10/2015	AT&T - DALLAS TX	PARS-AUGUST 2015 BAN 1499	131.65
31411	08/10/2015	CROW WING COUNTY HIGHWAY DEPT.	JUNE UNLEADED AND DIESEL FUEL	651.50
31412	08/10/2015	7SIGMA SYSTEMS INC	JULY CONSULTING	4,000.00
31413	08/10/2015	CYNTHIA PERKINS	BEAN BAG TOSS GAMES FOR OPEN HOUSE	42.94
31414	08/10/2015	CROSSLAKE ACE	SALT, WRENCH, CONDUIT, AIR CONDITIONER	523.88
31415	08/10/2015	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT	52,320.39
31416	08/10/2015	CALIX NETWORKS INC	7 EA 766GX ONT, 700 ENCL, 5 EA 744GE	20,396.83
31417	08/10/2015	WASTE PARTNERS INC.	JULY TRASH REMOVAL	78.00
31418	08/10/2015	CROSSLAKE AUTO BODY & DETAIL.	FRITZ'S TRUCK DETAILED	75.47
31419	08/10/2015	CHARTER BUSINESS	AUGUST INTERNET FEED	3,000.00
31420	08/10/2015	TIGER DIRECT	500G & 1TB HARD DRIVE FOR RESALE	201.77
31421	08/10/2015	ONLINE INFORMATION SERVICES	21 EXCHANGE REPORTS	86.70
31422	08/10/2015	ONLINE COLLECTIONS	COLLECTION COMMISSION	208.73
31423	08/10/2015	ARIN	ANNUAL RENEWAL FOR ISP REGISTRATION	2,000.00
31424	08/10/2015	BIG 10	AFFILIATE PAYMENT	2,753.10
31425	08/10/2015	COOPERATIVE NETWORK SERV LLC	JULY LOCAL CHANNEL TRANSPORT	500.00
31426	08/10/2015	VERIZON WIRELESS	CELL PHONES	172.29
31427	08/10/2015	AQUARIUS WATER CONDITIONING INC.	WATER SOFTENER RENTAL	44.89
31428	08/10/2015	NISC	JULY LICENSE FEES	2,430.34

31429	08/10/2015	FOX TELEVISION STATIONS, INC.	AFFILIATE PAYMENT	2 of 2	3,192.88
31430	08/10/2015	CBS TELEVISION STATIONS	AFFILIATE PAYMENT		2,828.75
31431	08/10/2015	MODERN ENTERPRISE SOLUTIONS, INC.	3 RECEIVERS		7,777.38
31432	08/10/2015	CANON FINANCIAL SERVICES, INC.	COPIER LEASE 5 OF 60 7/20-8/19		158.93
31434	08/10/2015	CITRUS COMMUNICATIONS, INC.	10 EA DCX 700		1,286.20
31435	08/10/2015	SEATON PETERS REVIEW	RE: COLL. BARGAINING AGMT & OPEN POSITION		608.00
31436	08/10/2015	MAYNARD L DAY	CREDIT REFUND		11.45
31437	08/10/2015	CATHERINE P GOLDEN	CREDIT REFUND		103.21
31438	08/10/2015	JEFFREY JULIOT	CREDIT REFUND		24.04
31439	08/10/2015	ERNIE STARKKA	CREDIT REFUND		80.13
31440	08/10/2015	J BRADLEY WALLACE	CREDIT REFUND		97.92
31441	08/10/2015	THOMAS NEPPER	CREDIT REFUND		71.77
31442	08/10/2015	WALTER KYCIA	CREDIT REFUND		28.19
31443	08/10/2015	ARLYN CARLSON	CREDIT REFUND		10.25
31444	08/10/2015	KIRBY BARSNESS	CREDIT REFUND		39.05
31445	08/10/2015	ANTHONY HOP	CREDIT REFUND		51.09
31446	08/10/2015	ADVANCED DIESEL SERVICE	REPAIR OF 6010 BORING MACHINE		834.20
31447	08/10/2015	4M FUND F.B.O. 35373-101	FUND DEBT SERVICE RESERVE		20,882.00
31448	08/28/2015	IBEW LOCAL UNION 949	UNION DUES		417.43
31449	08/25/2015	BRAINERD LAKES AREA ECON DEVELOPMENT	CORPORATE MEMBERSHIP		385.00
31450	08/25/2015	MINNESOTA TELECOM ALLIANCE	MTA FALL CONF REGISTRATION		234.00
31451	08/25/2015	CROW WING POWER	COUNTY ROAD 36 PLOWING		3,265.00
31452	08/25/2015	ONVOY VOICE SERVICES	SS7 SERVICE,OPR SERV,LAKES LD, ANS SERV		10,465.54
31453	08/25/2015	OLSEN THIELEN CO LTD	CAFETERIA MAINT, 499Q, 507		1,417.00
31454	08/25/2015	POWER & TELEPHONE SUPPLY	50 EA 1 PORT SURFACE BOXES		67.28
31455	08/25/2015	CITY OF CROSSLAKE	FABRIC WEED BLOCK & MESH		160.51
31456	08/25/2015	CONSOLIDATED TELEPHONE	INTERNET 150M SERVICE		900.00
31457	08/25/2015	CITI LITES INC	LOCATES		2,798.20
31458	08/25/2015	THE OFFICE SHOP INC.	FACIAL TISSUE		47.34
31459	08/25/2015	AMERIPRIDE LINEN & APPAREL	RUG & TOWEL SERVICE		127.95
31460	08/25/2015	WILLIAM GORDON	CAFE PLAN REIMBURSEMENT - BALANCE 0		293.96
31461	08/25/2015	LYDIA SASSE	POW FLAG REIMBURSEMENT		30.00
31462	08/25/2015	NLES	LOGOS ON SHIRTS FOR OPEN HOUSE		105.00
31463	08/25/2015	NATIONAL CABLE TELEVISION COOP	MOCA FILTERS		264.23
31464	08/25/2015	NEUSTAR INC.	SOW & LNP CHARGES		191.69
31465	08/25/2015	MINNESOTA LIFE INSURANCE CO	SEPTEMBERE LIFE PREMIUM		95.00
31466	08/25/2015	AVID COMMUNICATION CONST. INC	CONTRACT PLOWS		1,089.10
31467	08/25/2015	D F COUNTRYMAN CO INC	WDM 6 X 12		725.94
31468	08/25/2015	POP MEDIA NETWORKS, LLC	AFFILIATE PAYMENT		623.67
31469	08/25/2015	MIKES ELEC OF CROSSLAKE LLC.	INSTALL OUTLET AT CUSTOMER SITE		110.00
31470	08/25/2015	PROSTAFF	CUSTOMER SERVICE ASSISTANCE		1,408.29
31471	08/25/2015	VANTAGE POINT	JULY TTP SERVICE		210.00
31472	08/25/2015	CORNERSTONE PUBL GROUP INC.	SEPTEMBER NEWSLETTER		1,909.25
31473	08/25/2015	NATIONAL CABLE TEL COOP INC	AFFILIATE PAYMENT		48.94
31474	08/25/2015	CLEARFIELD INC.	SPLITTER TRAYS & PATCH PANELS		5,498.64
31475	08/25/2015	TEGNA	AFFILIATE PAYMENT		2,828.75
31476	08/25/2015	CALIX NETWORKS INC	CABLE ASSEMBLIES FOR E7 CONVERSIONS		4,249.98
31477	08/25/2015	POWER PRODUCT SERVICES INC.	WIRE C.O. FOR E7 CONVERSION-CISCO ROUTER		3,026.85
31478	08/25/2015	TIGER DIRECT	4 EA CYBERPOWER UPS		150.36
31479	08/25/2015	CHERI E. AYD	AUGUST OFFICE CLEANING		748.13
31480	08/25/2015	HUBBARD BROADCASTING, INC.	AFFILIATE PAYMENT		3,192.00
31481	08/25/2015	COOPERATIVE NETWORK SERV LLC	AUGUST LOCAL CHANNEL TRANSPORT		1,925.00
31482	08/25/2015	NTCA GROUP HEALTH PLAN	SEPT LIFE & HEALTH PREMIUM		10,659.80
31483	08/25/2015	DQ TECHNOLOGY	30 EA M05N ROUTERS		1,745.58
31484	08/25/2015	NISC	AUGUST BILLING		3,993.35
31485	08/25/2015	INTELLIWEATHER, INC	AUGUST WEATHER FEED		349.00
31486	08/25/2015	CITRUS COMMUNICATIONS, INC.	10 EA DCX700		1,286.20
31487	08/25/2015	PICS TELECOM INTERNATIONAL	CISCO 7606 CHASSIS		10,117.87
<b>Total for General Account</b>					<b><u>\$355,467.76</u></b>

## CROSSLAKE COMMUNICATIONS

Regular Meeting, September 29, 2015

The Regular Meeting of the Crosslake Communications Advisory Board was called to order at 8:00 am by Chair Mike Winkels. Members present: Chair Mike Winkels, Mike Myogeto and Doug Benzer. Members absent: Ann Schrupp, Jim Talbott, Steve Kollmann and Alternate Dave Fischer. Also present were General Manager Kevin Larson, Local Manager Debby Floerchinger, Accountant Cyndi Perkins, City Council Liaison Brad Nelson, Council Member Gary Heacox, Mayor Steve Roe, Helen Fraser, Patty Norgaard and John Finke.

### **Actions Taken:**

- 1) The Crosslake Communications Advisory Board recommends to the City Council that the Crosslake Communications subcommittee be expanded to include John Finke as a citizen.**
- 2) The Crosslake Communications Advisory Board recommends to the City Council that we offer VFax for a flat rate of \$9.99 per month.**

The Minutes of the August 28, 2015 meeting were reviewed. Mike Myogeto moved to approve the Minutes as presented. Second by Doug Benzer. All in favor, motion carried.

## COMMUNICATIONS

The August Financial Statements were reviewed. Mike Myogeto moved to approve the August 2015 Financial Statements. Second by Doug Benzer. All in favor, motion carried.

The August Check Disbursements were reviewed. Mike Winkels moved to approve the August 2015 Check Disbursements. Second by Doug Benzer. All in favor, motion carried.

- 1) Operations Report.
  - Debby reported that we have begun the installation of the fiber electronics conversion. For the month of September we have 45 customers cut over. We started converting businesses which is a little more challenging.
  - Boyd Lodge has contacted us that they would like our high speed expanded into the townhomes and office. We will work on pricing and coordinate with their network team.
  - We have also been contacted by Wilderness Park regarding their High Speed needs. CTC staff will be assisting us with pricing and the best method of installing the wireless service.
  - The CSRs have put in almost 400 seasonal disconnects orders and Joanie has been busy contacting customers to schedule the E-7 conversions.
  - We have been working with Andy at CTC to design a new price list for all services.

- Cyndi and Debby attended the MTA HR/Office Manager conference in September.
  - We had Cummings do an annual inspection of our stand-by generator. During their inspection, they discovered that the water pump was dry due to a leak. They ordered the new water pump as well as belts, gaskets, hoses, clamps, radiator and thermostat and installed them right away. Kevin pointed out that the generator is over 30 years old and we will be looking at adding that to the 2016 budget.
- 2) VFax. Debby reported last month that we have been researching a new product from Onvoy called VFax. This is a virtual (cloud based) faxing platform that provides secure, reliable and affordable document faxing from anywhere the user has internet access and a web browser – via PC, laptop smartphone, etc.

It is a reliable alternative to the POTS fax line with built-in fax queuing to avoid missing faxes. With additional equipment it is compatible with customer's current fax equipment. The cost is \$1.55 per month per telephone number plus \$0.28/minute. There is a one-time charge of \$99 to brand it with Crosslake Communications and then a monthly recurring fee of \$5.00. Debby recommended charging a flat rate of \$9.99/month for the service. Mike Winkels moved to recommend to the City Council that we offer VFax for a flat rate of \$9.99 per month. Second by Mike Winkels. All in favor, motion carried.

Subcommittee Report. Kevin reminded the board that previously the committee had looked at 4 options. Since then we have evaluated each option listing the pros and cons for each. Cyndi is working on the 5 year profit and loss projections and will have Olsen & Thielen review them when she is done. When this committee was formed, Steve Kollmann suggested that we add a citizen to the committee. A citizen contacted Kevin after reading the articles in the papers and offered to assist. This citizen is John Finke who has over 30 years in the industry. Most recently he was CEO of Hickorytech and Enventis. He worked there for 18 years starting in engineering and moving up to CEO. John has been retired for about a year and would be willing to help the committee up until a determination is made as to what option is selected. At that point he would negotiate with the city for a fee. Mike Winkels made a recommendation to the City Council that the Crosslake Communications subcommittee be expanded to include John Finke as a citizen. Second by Doug Benzer. All in favor, motion carried.

## PERSONNEL

- 1) Internet Help Desk position update. Debby reported that we have advertised the position in the Minneapolis Star Tribune, Brainerd Dispatch, Pines and Lakes Journal, Northland Press, Dispatch Online, Crosslake Communications website, NTCA website, MTA website, and the MN Works Website. We also offered an incentive for employee referrals. To date we have interviewed 8 people and have had 2 return for a second interview. We have decided to run the ad in the Brainerd Dispatch for 6 more days in an effort to find the right person. Neil from CTC continues to assist us. We have cut his

hours to Monday, Wednesday and Friday since things have slowed down and he is still returning calls on Tuesday and Thursday.

Open Forum. None

Due to scheduling conflicts, the next regular Advisory Board meeting will be held on Tuesday, October 20, 2015 at 8:00 am at Crosslake Communications.

Mike Winkels moved to adjourn the meeting at 8:45 am.

Cc: Steve Kollmann  
Mike Myogeto  
Ann Schrupp  
Jim Talbott  
Mike Winkels  
Dave Fischer  
Steve Roe, Mayor  
Gary Heacox  
Brad Nelson  
Dave Schrupp  
Mark Wessels



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Debby Floerchinger  
Recording Secretary & Local Manager

CROSSLAKE COMMUNICATIONS  
CUSTOMER COUNTS

	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15
<b>Telephone Service</b>													
Telephone Lines	1640	1627	1620	1618	1613	1607	1601	1591	1574	1575	1572	1561	1550
Telephone Vacation Disconnected	45	121	131	153	158	156	117	37	21	19	20	22	40
Percentage of Telephone Customers Disconnected	3%	7%	8%	9%	10%	10%	7%	2%	1%	1%	1%	1%	3%
Extended Calling/Pequot	298	277	295	271	288	285	280	279	280	278	278	278	277
Expanded Calling/CTC.Emily	44	43	43	40	42	41	41	41	40	42	42	42	42
<b>Cable TV Service</b>													
Basic	258	266	269	270	272	273	270	266	252	246	251	243	248
Expanded Basic	1378	1362	1349	1342	1334	1330	1333	1327	1347	1344	1339	1339	1327
Digital TV	264	259	259	261	250	260	256	259	257	257	256	255	252
Total Crosslake Customers	1900	1887	1877	1873	1856	1863	1859	1852	1856	1847	1846	1837	1827
<b>Total Cable Customers</b>													
Cable Vacation Disconnected	242	578	674	714	751	765	677	302	50	21	22	39	211
Percentage of Cable Customers Disconnected	13%	31%	36%	38%	40%	41%	36%	16%	3%	1%	1%	2%	12%
<b>Premium Channels</b>													
HBO Pkg	64	64	62	63	60	64	63	58	57	58	57	57	55
Cinemax	39	41	37	38	38	37	36	34	33	31	32	31	30
Showtime Pkg	37	37	35	36	38	36	34	33	32	33	33	34	33
Starz/Encore Pkg	43	44	43	44	45	43	44	42	41	43	43	43	42
HD TV	299	291	286	287	290	293	302	309	325	322	327	329	326
DVR and 2nd HD boxes	222	219	216	218	220	222	225	226	257	262	272	273	272
1st Box No Charge	197	195	195	197	195	193	187	184	180	181	179	177	177
<b>Internet Service</b>													
Dial Up Internet	14	14	13	13	13	12	11	11	12	12	10	10	10
<b>High Speed Internet</b>													
High Speed	1350	1345	1336	1342	1343	1339	1355	1375	1401	1431	1449	1460	1465
High Speed Plus	116	116	122	121	127	128	124	124	120	120	118	115	120
High Speed Super	15	17	17	21	20	24	23	26	28	27	29	30	30
<b>High Speed Internet Totals</b>	<b>1481</b>	<b>1478</b>	<b>1475</b>	<b>1484</b>	<b>1490</b>	<b>1491</b>	<b>1502</b>	<b>1525</b>	<b>1549</b>	<b>1578</b>	<b>1596</b>	<b>1605</b>	<b>1615</b>
High Speed Vacation Disconnected	97	261	316	320	369	374	331	151	23	12	12	21	88
Percentage of High Speed Customers Disconnected	7%	18%	21%	22%	25%	25%	22%	10%	1%	1%	1%	1%	5%
Mail Box Only	186	197	201	208	215	213	206	183	180	180	181	180	183

B. 11.

B.12.



# CROSSLAKE POLICE DEPARTMENT

## MONTHLY REPORT

September

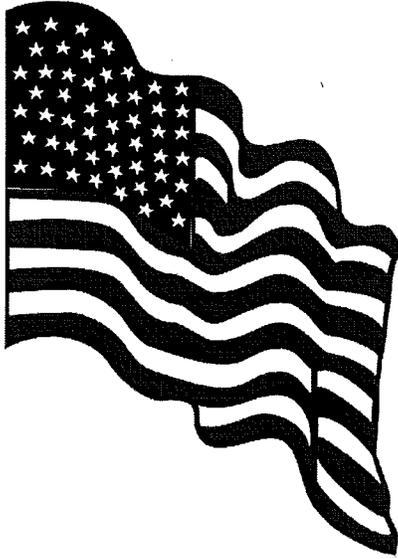
2015

**Crosslake Police Department  
Monthly Report  
September 2015**

911 Hangup	1
Agency Assist	22
Alarm	13
Animal Bite	1
Animal Complaint	7
ATV	1
Civil Problem	1
Counterfeit	1
Damage To Property	1
Death	1
Disturbance	2
DOA Natural	1
Domestic	2
Driving Complaint	8
Ems	20
Fight	1
Fire	1
Fleeing	1
Found Property	1
Garbage Dumping	1
Gun Permits	1
Hazard In Road	4
Housewatch	3
Information	7
Intoxicated Person	2
Licensing	1
Lost Property	2
Motorist Assist	3
Noise Complaint	1
OFP Violation	2
Open Door	1
Other	1

Parking Complaint	1
Probation Violation	1
Property Damage Acc	2
Prowler	1
Public Assist	3
Suspicious Activity	1
Suspicious Person	3
Suspicious Vehicle	4
Theft	6
Traffic Arrest	2
Traffic Citations	1
Traffic Warnings	58
Warrant Service Atmpt	1
Welfare Check	3
<b>Total</b>	<b>202</b>

B.13.



# CROSSLAKE POLICE DEPARTMENT

MISSION  
MONTHLY REPORT  
September  
2015

**Crosslake Police Department  
Mission Monthly Report  
September 2015**

Agency Assist	5
Hazard In Road	1
Housewatch	2
Motorist Assist	1
Open Door	1
Parking Complaint	1
Personal In Accident	1
Property Damage Acc	1
Public Assist	2
Suspicious Vehicle	1
Threats	1
Traffic Citations	5
Traffic Warnings	21
<b>Total</b>	<b>43</b>

B. 14.

# Crosslake Fire Department

# Calls

Date: September 2015

Description of Incident	Calls	YTD
<b>3 - Rescue &amp; Emergency Medical Services</b>		
311 - Medical Assist - Assist EMS Crew	22	195
300 - Rescue, EMS Incident		1
322 - Motor Vehicle Accident with Injuries		5
324 - Motor Vehicle Accident with No Injuries		1
340 - Search for Lost Person		
342 - Search for Lost Person in Water		
362 - Ice Rescue		
326 - Snowmobile Accident With Injuries		
<b>Total Medical:</b>	22	202
<b>1 - Fire</b>		
111 - Building Fire		1
111 - Building Fire (Mutual Aid)		5
114 - Chimney Fire		1
143 - Grass Fire/Wildland Fire		6
131 - Automobile Fire		1
<b>Total Fire:</b>	0	14
<b>4 - Hazardous Condition (No Fire)</b>		
412 - Gas Leak (Natural Gas or LPG)		4
424 - Carbon Monoxide Alarm		
444 - Power Line Down/Trees on Road	1	4
<b>Total Hazardous Condition:</b>	1	8
<b>6 - Good Intent Call</b>		
611 - Dispatched and Cancelled en route		15
609 - Smoke scare, Odor of smoke		2
<b>Total Good Intent:</b>	0	17
<b>7 - False Alarm &amp; False Call</b>		
743 - Smoke Detector Activation - No Fire	2	13
733 - Smoke Detector Activation due to Malfunction		
746 - Carbon Monoxide Detector Activation - No CO		2
731 - Sprinkler Activation due to Malfunction		
<b>Total False Alarms:</b>	2	15

<b>Total Incidents:</b>	25	256
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B.15.

## MONTHLY PLANNING & ZONING STATISTICS - CROSSLAKE

PERMITS	September-2015	Year-to-Date 2015	September-2014	Year-to-Date 2014
New Construction (Dwellings)	3	20	9	26
Septic - New	1	5	1	21
Septic Upgrades	4	17	6	13
Porch / Deck	3	16	2	26
Additions	4	14	4	27
Landscape Alterations	3	45	7	42
Access. Structures	10	29	7	39
Demo/Move	0	1	2	12
Signs	0	3	0	1
Fences	1	5	2	9
E911 Addresses Assigned	2	9	3	10
<b>Total Permits</b>	<b>31</b>	<b>164</b>	<b>43</b>	<b>226</b>

ENFORCEMENT / COMPLAINTS	YTD 2015	YTD Closed 2015	YTD 2014	YTD Closed 2014
Enforcement	11	10	8	8

CUSTOMER SERVICE STATISTICS	September-2015	Year-to-Date 2015	September-2014	Year-to-Date 2014
Counter Visits	135	713	121	1014
Phone Calls	153	1012	173	1642
Email	55	380	63	647
<b>Total</b>	<b>343</b>	<b>2105</b>	<b>357</b>	<b>3303</b>

Call For Service	6	73	12	89
Shoreland Rapid Assessment Completed (Buffer)	4	17	3	14
Stormwater Plans Submitted	11	49	6	27
Site Visits	51	508	82	293

COMPLIANCE SEPTIC STATISTICS	Year-To-Date Received 2015	Year-To-Date Failed 2015	Year-To-Date Received 2014	Year-To-Date Failed 2014
Septic Compliance Inspections	108	3	144	3
Passing Septic Compliance Percentage		97.2%		97.9%

PUBLIC HEARINGS	September-2015	Year-to-Date 2015	September-2014	Year-to-Date 2014
DRT	4	22	2	21
Variance	1	9	3	17
CUP/IUP	0	1	0	3
Land Use Map Amendments	0	0	0	1
Subdivisions (Metes & Bounds; Preliminary; Final)	1	7	0	2
Consolidations/Lot Line Adjustments	4	10	Not Available	Not Available

B.16.



**STATED MINUTES**

**City of Crosslake  
Planning Commission/Board of Adjustment**

**August 28, 2015  
9:00 A.M.**

**Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442**

1. Present: Aaron Herzog, Chair; Dave Nevin, Vice-Chair; Joel Knippel; Matt Kuker and Council Member Gary Heacox
2. Absent: Mark Lafon
3. Staff: Chris Pence, Crow Wing County Land Services Supervisor; Jon Kolstad, Crosslake Land Services Specialist; and Cheryl Stuckmayer, Technical/Administration Specialist
4. 7-24-15 Minutes & Findings – **Motion by Nevin; supported by Knippel to approve the minutes & findings as written. All members voting “Aye”, Motion carried.**
5. Old Business
  - 5.1 None
6. New Business
  - 6.1 Patrick J & Karen C Minger – Variance for bluff setback
  - 6.2 Island Lake Storage Company, LLC – Metes & Bounds Subdivision
7. Other
8. Adjournment

**Patrick J & Karen C Minger  
142090010030009**

Kolstad read the request into the record along with the permit history of the neighboring parcels. Herzog verified that the location of the request would not be any closer to the existing bluff, the addition was on the roadside away from the bluff and that the excavation process would use a vacuum procedure. Herzog invited Minger, the applicant who has a general construction business and his representative Holm from Anders Holm Construction Co to the podium. Holm explained the variance request, location, and the proposed method of accomplishing the excavation along with the fact that there would be no effect on the stormwater plan which would be directed to the road side. Holm and Minger went into further detail to explain the 8 inch vacuum hose method and the injection of the soil solidification to hold the ground in place, which would eliminate the need of a 1 to 1 slope for the excavation of the basement on the sides of the existing structure. Minger stated that they drill a 1 inch hole approximately 12 inches apart, insert a tube in each hole which creates basically an 18 inch sand pillar that the wall foundation is poured on. The road side of the project will utilize traditional block footings. This procedure is used in consideration of the bluff. Herzog stated the conforming building envelope is extremely small and current dwelling and garage are not in the building envelope but they did meet the ordinance at the time of construction. Herzog opened the public hearing with no response, so the public hearing was closed. Herzog asked if any of the commissioners had additional questions, but none were forthcoming. Herzog requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question.

**August 28, 2015 Action:**

**Motion by Nevin; supported by Knippel to approve the variance for:**

- 1. Bluff setback of 10 feet where 30 feet is required to proposed addition to dwelling**
- 2. Bluff setback of 0 feet where 30 feet is required to proposed covered deck to dwelling**
- 3. Bluff setback of 0 feet where 30 feet is required to proposed basement to dwelling**
- 4. Dirt moving in bluff of 208 cubic yards where 0 cubic yards are allowed**

**To construct:**

- 308 square foot addition to existing dwelling**
- 183 square foot covered deck to existing dwelling**
- 635 square foot basement to existing dwelling crawl space**

August 28, 2015 Planning & Zoning Commission Meeting

**Per the findings of fact as discussed, the on-sites conducted on 8-27-15 and as shown on the certificate of survey received at the Planning & Zoning office dated 7-23-15 located at 38259 Whitefish Road, Crosslake, MN 56442**

**Conditions:**

- 1. Work with the staff to implement the submitted stormwater plan**
- 2. Work with the staff on the temporary erosion control/sediment during construction**
- 3. Use the soil solidification process**

**Findings: See attached**

**All members voting “Aye”, Motion carried.**

**Island Lake Storage Company, LLC  
142350020080009**

Herzog explained to the public that the commissioners would not be approving or denying the request but submitting a recommendation to the Crosslake City Council. Kolstad read the request into the record. Planning Commission / Board of Adjustment on-site 8-27-15 showed the request is consistent with several parcels in the area. Discussion pursued with Commissioners as to the size of the structure and ordinance requirements. Herzog invited Lee, the owner, to the podium. Lee explained the adjoining southern parcel history, the business, ownership of parcel, and the power company agreement to build under their power lines. It was clarified that all ordinance requirements are being met to subdivide the parcel. Pence stated that the northern part of all proposed parcels have a natural retaining area for stormwater to be directed to. Kuker asked for an explanation on the southern easement of the proposed parcels. Herzog opened the public hearing with no response, so the public hearing was closed. Nevin stated the lots are limited commercial with requirements of 20,000 square feet each. McGrath, Northland Pet Lodge, explained his and neighboring parcel's current stormwater plans. Herzog requested Kolstad to initiate the findings of fact procedure with the board members deliberating and responding to each question. Kolstad read Reese, City Engineer's comments into the record.

**August 28, 2015 Action:**

**Motion by Kuker; supported by Knippel to recommend the subdivision to the city council for:**

1. To subdivide parcel #142350020080009 involving 2.26 acres into 3 tracts

**Per the findings of fact as discussed, the on-site conducted on 8-27-15 and as shown on the Certificate of Survey received at the Planning & Zoning office dated 7-24-15 located on Northern Terrace, Lot 8, Block 2, M and D Addition to Crosslake, Sec 28, City of Crosslake**

**Conditions:**

1. Recommended to city council as submitted and to work with staff on stormwater plans as parcels are being development

**Findings: See attached**

**All members voting "Aye", Motion carried.**

**Crosslake Planning & Zoning  
Nuisance Ordinance Review**

Pence read into the record a brief review of the highlighted areas of the Little Falls nuisance ordinance as a reminder of what was discussed from the July Planning Commission / Board of Adjustment meeting. Kolstad explained the memo he put together on possible wording that could be used and implemented into the Crosslake code and how this would enhance the current code. Kolstad also recommended that the city council have guidelines for the enforcement of this city code. Herzog asked attending council members, Heacox and Wessels, if they would consider citation tickets to be issued by staff or police as an enforcement procedure. Heacox answered that the city attorney and the city council would determine the enforcement methods. Pence explained the county procedure to give a citation by the county guidelines and funding requirements. Discussion pursued as to Land Use history of events and how to proceed with enforcement, expense and time limits on nuisance offenders. Herzog requested an informal look into discussing the enforcement aspect at the city council level. Pence specified that no citation tickets could be issued until city attorney verifies the action and he is ready to legally pursue. Pence also pointed out that two enforcement procedures should be put in place; one for those offenders that are working towards rectifying the situation and another to resolve those that are not willing to do anything. Kuker proposed an option of possibly signing with a business on a yearly bases with a contract outlining the cost of cleanup and accessing the cost to the owner thru property tax. Pence reminded the commissioners that the city council would like to have their input by September or October at the latest. Herzog mentioned the possible need for wording on the sale of vehicles in locations other than on the owner's property. Wessels & Heacox did not object to selling vehicles at any location and did not want to limit them to just the owner's property. Wessels suggested that the commissioners look thru the memo Kolstad put together and discuss it with residents then revisit the issue at the September Planning Commission / Board of Adjustment meeting. Pence and Heacox agreed that a referral to the October City Council meeting would be inline.

**August 28, 2015 Action:  
No motion required.**

**Matters not on the Agenda:**

1. There were no matters not on the agenda

**Motion by Nevin; supported by Kuker to adjourn at 10:20 A.M.**

**All members voting "Aye", Motion carried.**

Respectfully yours,

*Cheryl Stuckmayer*

Cheryl Stuckmayer  
Technical/Administrative Specialist

B. 17.

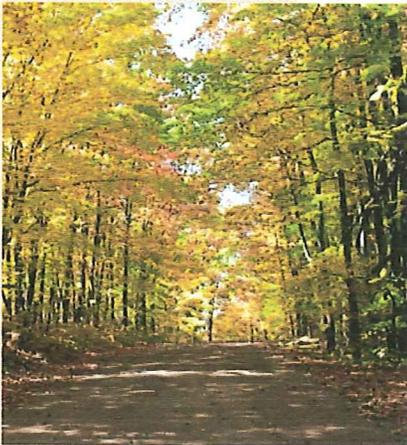
# Crow Wing County Water Plan News

Volume 6, Issue 4

Fall Edition

October 7, 2015

To Protect, Preserve, & Improve Water Resources in Crow Wing County



## New Landowner Guidebooks...Hot off the Press!

By Mitch Brinks

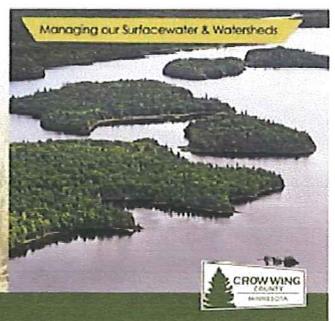
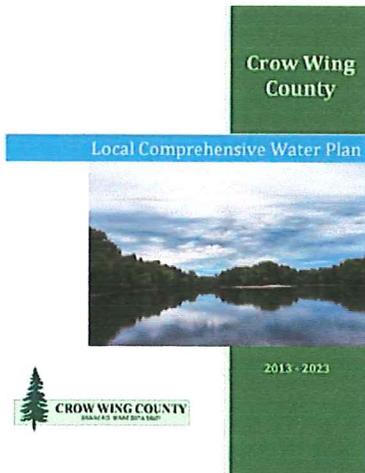
In this issue:

- Landowner Guides 1
- Boater Survey & 2016 AIS Plan 2
- AIS News & Updates 3
- County News & Grant Opportunities 4

In 2013, Crow Wing County updated its local comprehensive water management plan. It received numerous awards and accolades, including several achievement awards from the National Association of Counties (NaCo). Part of the success of the water plan was not only the first-of-its-kind watershed protection approach, but the way the County was able to tell the story of watershed protection using the limited funds available. To do that, the County partnered with a local graphic design firm to develop a large-format poster that told the story of the water plan using eye-catching and easy to understand info-graphics. From this poster, several factsheets were developed that have been distributed to 1000s of lake association members, County-fair goers, builders, realtors, as well as local, state, and federal conservation partners. This spring Crow Wing County received a Clean Water Fund grant (part of the Legacy Amendment Funds) to continue this proven community and landowner outreach campaign by developing new water planning tools to effect a positive change in the watersheds of the County.



Actually, the guidebook is not a book at all, but rather a series of fold-out posters that feature each of the three priority concerns of the water plan: surface water, groundwater, and aquatic invasive species. In addition, smaller posters for small lake management, agricultural best management practices, and private forest management are being produced and can be inserted into the main pocket folder along with the other posters as needed.



The 2013—2023 Crow Wing Water Plan is available to view online at:  
[www.crowwing.us/index.aspx?nid=241](http://www.crowwing.us/index.aspx?nid=241)



The primary focus of the grant was to update the County's *Landowner's Guide to Lake Stewardship*, which was last printed in 2008. Not only was the content outdated, but the old guidebook used more words than graphics to convey the message. The new guidebooks are very graphic heavy and much less wordy. Above is an example of the type of graphics that are part of this guidebook.

In addition to the posters, 4" x 9" rack cards have been created for each of the above topics. Several point-of-purchase displays have been created to hold the rack cards and are on display at various locations throughout Crow Wing County. Other factsheets and handouts are also being developed that will utilize the graphics from the posters. *Continued...*

## New Landowner Guidebooks (Continued)

Most of these products feature QR codes where users can scan the code with their smartphone or tablet and be directed to County staff and additional resources. Lastly, several new interactive maps have been developed along with these products:

### Is your lake/river infested?

<http://www.cw.maps.arcgis.com/apps/Viewer/index.html?appid=36e79c6-97194b7f856b7fd-02256e32>  
Map showing lakes and rivers infested with aquatic invasive species, specifically zebra mussels, milfoil, and spiny water flea.

### Lake Water Quality:

<http://www.cw.maps.arcgis.com/apps/Viewer/index.html?appid=403a692a82d4e669a19327151e4cd52>  
Map showing the lake water quality trend for the larger lakes in Crow Wing County. Users can click on the lake to pull up additional information, including links to water quality reports and factsheets as well as the lake association website.

The new guidebook and rack cards were first distributed at the Crow Wing County Fair this past summer. They are currently available for free at the Land Services Department at 322 Laurel Street in Brainerd or at Crosslake City Hall at 37028 County Rd 66. So far, over 1000 copies have been distributed, with a more widespread distribution plan scheduled for late spring of 2016.

**Let's get started!**

We're here to help you protect our waters.

<http://www.crowwing.us>  
Visit our website at any time to find more useful info.

**Call 218-824-1125**  
Or call Crow Wing County Land Services to speak with one of our specialists. We're ready to help!

Scan the QR code to contact Crow Wing County for more information.

**CROW WING COUNTY MINNESOTA**

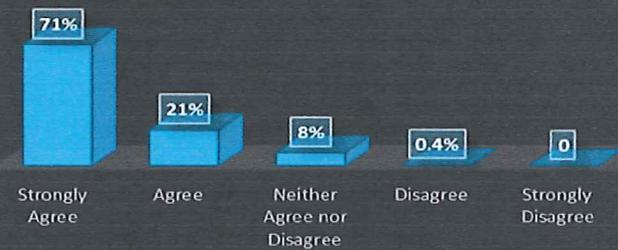
**CLEAN WATER LAND & LEGACY MINNESOTA**

## AIS Boater Survey

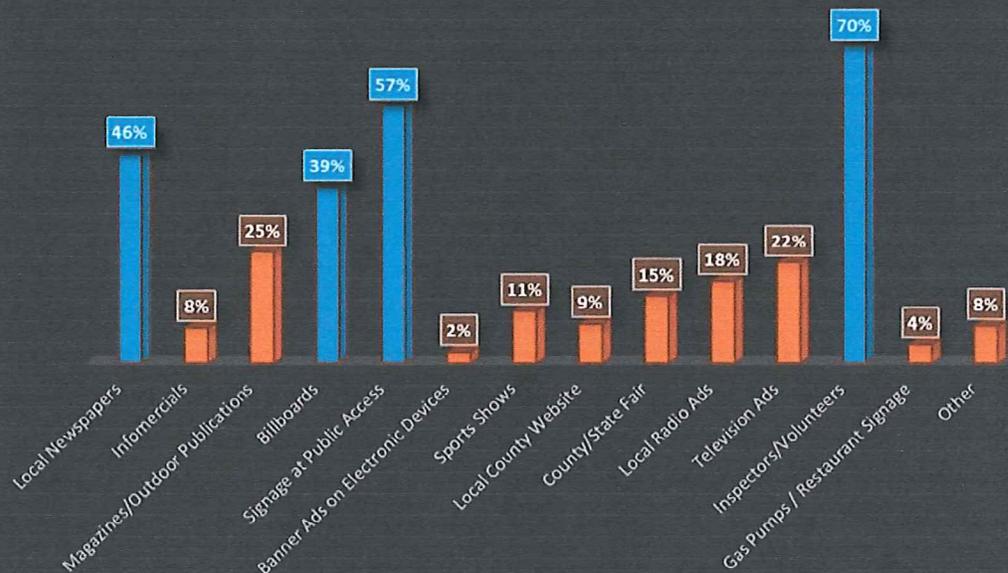
This past August, Crow Wing County, in partnership with the Mississippi Headwaters Board conducted a 3 question survey of recreational boaters at various public landings across the County. The survey asked how well informed boaters were about the risks of AIS as well as the actions they needed to take with their boat/trailer. In addition, the survey asked where the respondents received information on AIS. The results indicated that a high percentage (90%+) considered themselves well informed about the issue. Although the sources of AIS information varied, the top four responses were Watercraft Inspectors at Public Accesses (70%), Signage at Public Accesses (57%), Billboards (39%), and Local Newspapers (46%).

For those that only selected one source for their AIS information, inspectors and local newspapers were by far the top selections. The survey will be conducted again in 2016 to determine if there is any change in boater awareness from the various local, state, and regional AIS education campaigns.

## I FEEL I AM WELL INFORMED ABOUT THE RISKS TO OUR LAKES/ RIVERS POSED BY AIS



## SOURCES OF AIS INFO

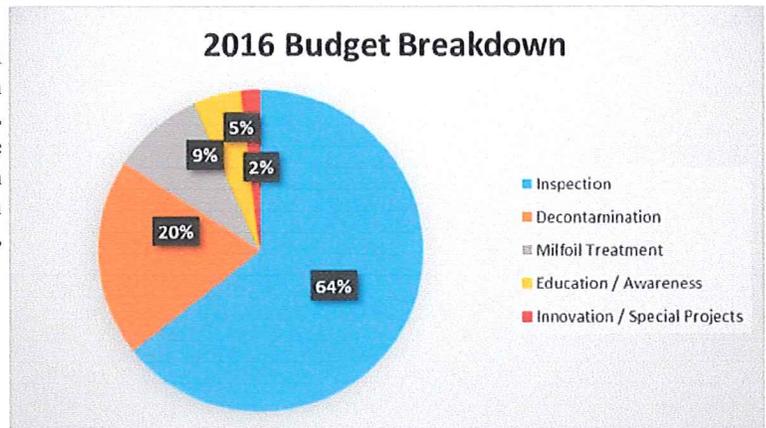


## Proposed 2016 AIS Plan

online @ <http://www.crowwing.us/1004/Aquatic-Invasive-Species-AIS>

The Crow Wing County Land Services Department is requesting public comment on the proposed 2016 Aquatic Invasive Species (AIS) Plan. The 2016 AIS plan can be viewed on the County website at the link above or by going to [www.crowwing.us](http://www.crowwing.us) by typing "AIS" in the search box. Written comments on the plan will be accepted until November 30, 2015, and may be submitted to the Environmental Services Office at [environmental.services@crowwing.us](mailto:environmental.services@crowwing.us) or mailed to 322 Laurel Street, Suite 14 Brainerd, MN 56401. Crow Wing County has been allocated \$450,000 by the State legislature to prevent the spread of aquatic invasive species within County lakes and rivers in 2016. The AIS plan proposes to accomplish this through:

- **Watercraft inspections**  
Crow Wing County has assigned a risk classification to each of the nearly 200 public and private boat ramps. The classification is based on the use, location, and infested status of each landing and ranges from low to very high risk. Over 15,000 hours of inspection will be conducted at high and very high risk landings.
- **Decontamination units**  
Crow Wing County plans to maintain the AIS decontamination station at the Crosslake Joint Highway Maintenance that will be open daily to the public, free of charge. Watercraft decontamination consists of a very hot water rinse used to kill zebra mussels and a high pressure spray to remove material from boats, motors, trailers, and gear.
- **Treatment of Eurasian water milfoil**  
The County has 9 lakes that are infested with milfoil that also have a public access. As in previous years, funds will be allocated for chemical or biological treatment of milfoil in these lakes.
- **Education & Awareness**  
In 2014 and 2015, Crow Wing County allocated funds directly to lake associations to conduct an education outreach campaign to their members. Over 30 lakes have participated. In 2016, the County plans to again offer this program. In addition, the County plans to use targeted sign age, print media, news releases as well as radio, TV, and movie theater advertising.
- **Innovation / Special Projects**  
The County plans to continue to work with area lake associations and an environmental lab to conduct veliger testing again in 2016.



## AIS News & Updates

### **More Crow Wing County Lakes Free of Zebra Mussels**

Crow Wing County has released additional test results confirming another seven area lakes remain free from zebra mussels. Lab analysis revealed that no microscopic zebra mussel offspring, known as 'veligers,' were detected in Roosevelt, Serpent, Lougee, Borden, Clark, Little Hubert, and Little Pelican lakes during recent testing. This brings the total number of lakes tested to 37. No veligers were detected in any of the lakes tested. As part of this cooperative effort, the Crow Wing County Land Services Department wants to remind homeowners to be on the lookout for zebra mussels as they remove their boats and docks for the season. Hard surfaces are prime candidates for zebra mussels to reside. State law prohibits moving docks, lifts and swimming rafts from one lake to another without 21 days to dry. Information about county AIS prevention efforts, including a complete list of lakes tested, interactive maps to search for the status of area lakes, and a map showing the location of the County's AIS decontamination station in Crosslake can be found on the web by visiting [www.crowwing.us](http://www.crowwing.us), and searching for "AIS."

### **Ruth Lake Zebra Mussel Control—Pilot Project**

The Ruth Lake Improvement District, in partnership with the DNR, Crow Wing County, and others, is moving ahead with a pilot program for zebra mussel control. An adult zebra mussel was discovered in July along the eastern shore of Ruth Lake by a 15-year-old vacationer. Follow-up dives turned up dozens more adult mussels in that area, confirming the only infestation discovered thus far in a Crow Wing County lake in 2015. The mussels appeared contained to the immediate area and further testing indicated there are no veligers present in the lake's waters. The lack of veligers, which are the larvae of zebra mussels, shows it's unlikely the zebra mussels are reproducing, making the lake a prime candidate for localized eradication efforts. A copper product is being used, which is similar to the approach used in Rose lake (Ottertail County) in 2011, which was successful. Treatment commenced earlier this week. For more, please read the article in the Brainerd Dispatch by going to [www.brainerddispatch.com](http://www.brainerddispatch.com) and searching "Ruth Lake."

**NEW! Crow Wing County App Available for download...Free!**

Download from iTunes and Google Play stores.

The new app features popular content from the current County website such as County news, the incustody list, and county board meeting information as well as new interactive maps (water, land, trail, transportation), property document search, and links to pay taxes and apply for permits online.



**NEW! Take it to the Box Medication Disposal Site in Pequot Lakes**

A new free medication disposal box is now available for the public located at the Pequot Lakes City Hall. The Pequot Lakes disposal box is the fifth free medication disposal site available in Crow Wing County. Crow Wing County is serious about preventing the abuse or misuse of old or unneeded medications. To assure that these medications can be disposed of in a healthy and environmentally safe manner, free disposal sites have been offered since 2012. The drop off boxes at each site will accept unneeded over-the-counter medications, prescription and narcotic medications from community members. The new drop-off site in Pequot Lakes will be open Monday – Friday and is located at: Pequot Lakes City Hall, 4638 County Road 11, Pequot Lakes, MN 56472. Hours: 8am- 4pm. Contact: Police Chief Eric Klang, 218-568-8111

Medications should be left in their original container, with the names and other identifying information removed. Medication may be disposed at any of the five disposal locations listed here. Drop off Sites cannot accept the following items: syringes, needles or sharp's and chemotherapy or radiological medicine. Medication disposal sites are open Monday-Friday. Other locations include: Crow Wing County Sheriff's Office, City of Breezy Point Police Department, City of Crosby Police Department, Nisswa City Hall.

**Local Grant Opportunities for Landowners**

**Forestry Grants**

An opportunity is available for landowners in Crow Wing County with forested parcels greater than 20 acres in size to receive cost-share funds to write forest stewardship plans and implement forestry practices in order to protect lakes with populations of tullibee, which is a type of whitefish also known as Cisco. Good forest management can protect these lakes and the quality of these important fisheries for generations to come. Target lakesheds include: Bertha, Big Trout, Borden, Cedar, Clear, Crooked, Island/Loon, Kenney, Kimball, Long/Tame Fish, Lower Hay, Ossawinnamakee, Pelican, Pig, Portage, Round, Roosevelt, Star, and Whitefish. Cost-share funding is available to cover up to 50% of the cost of forest management practices for each landowner who has a current forest stewardship plan for his or her property. Examples of eligible practices include tree planting, selected harvest, and wildlife openings. For landowners without forest stewardship plans, funds are available to receive a plan at a flat rate of \$200. Interested landowners should contact Darren Mayers, District Technician with the Crow Wing Soil and Water Conservation District at 218-828-6197. A number of property tax-incentive programs are also available for property owners in Crow Wing County. See [www.crowwing.us/index.aspx?NID=258](http://www.crowwing.us/index.aspx?NID=258) for more information.

**Conservation Easement Grant: Wild Rice Lakes**

The Crow Wing Soil and Water Conservation District has funds available for private landowners who own land adjacent to shallow wild rice lakes. Funding is available to enroll private land into voluntary land preservation agreements called conservation easements. Conservation easements protect land from future development while keeping land in private ownership and on the local tax rolls. Landowners can be paid up to 60% of the estimated market value of the tract for enrolling into the program. Wild rice provides great habitat for ducks and birds and also is the Minnesota State Grain. The following Crow Wing County lakes are currently eligible: Arrowhead, Dahler, Dog, Garden, Goggle, Hole-in-the-Day, Little Pine, Lizzie, Lower Dean, Lows, Mud (18-137), Mud (18-326), Nelson, Rice (Blomberg's), Rice (Clark Lake), Rice (Deerwood), Rice (Hesitation WMA), Rice (Pratt's), Rice Bed, Terry, Twin Island, Unnamed (Lost Rice), and Unnamed (Nokasippi R.). More wild rice lakes are being considered for this program. To apply or for more information, please contact Crow Wing SWCD via e-mail: [melissa.barrick@crowwingswcd.org](mailto:melissa.barrick@crowwingswcd.org) or by phone: 218-828-6197.

**Low-Income Septic System Upgrades**

Crow Wing County and the Region Five Development Commission also have remaining funds to assist with replacement or repair of septic systems for low and very low income landowners in order to improve and protect groundwater quality in Crow Wing County. For more information or to have an application mailed to you, please contact Sandy Voigt at Region 5: 218-894-6017 or [svoigt@regionfive.org](mailto:svoigt@regionfive.org). Funding for this grant is from the Clean Water Land & Legacy Amendment.

**As the LGU responsible for the development and implementation of the Local Comprehensive Water Management Plan, the Crow Wing County Land Services Department is committed to protecting, preserving & improving water resources in Crow Wing County by being proactive, efficient, customer focused, organized, and innovative while being good stewards of the County's resources.**



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## PRESS RELEASE

Mark B. Liedl, Director  
Land Services Department

**FOR IMMEDIATE RELEASE**  
**Date: October 2, 2015**

**Contact: Chris Pence**  
**Phone: (218) 824-1125**

### CROW WING COUNTY RELEASES 2016 AQUATIC INVASIVE SPECIES PLAN

The Crow Wing County Land Services Department is requesting public comment on the proposed 2016 Aquatic Invasive Species (AIS) Plan. The 2016 AIS plan can be viewed on the County website at [www.crowwing.us](http://www.crowwing.us) by typing "AIS" in the search box. Written comments on the plan will be accepted until Monday, November 30, 2015, and may be submitted to the Environmental Services Office at [environmental.services@crowwing.us](mailto:environmental.services@crowwing.us) or mailed to 322 Laurel Street, Suite 14 Brainerd, MN 56401.

Crow Wing County has been allocated \$450,000 by the State legislature to prevent the spread of aquatic invasive species within County lakes and rivers in 2016. The AIS plan proposes to accomplish this through several approaches, including:

- Boat landing inspections
  - Crow Wing County has assigned a risk classification to each of the nearly 200 public and private boat ramps. The classification is based on the use, location, and infested status of each landing and ranges from low to very high risk. Over 15,000 hours of inspection will be conducted at high and very high risk landings.
- Decontamination units
  - Crow Wing County plans to maintain the AIS decontamination station at the Crosslake Joint Highway Maintenance that will be open daily to the public, free of charge. Watercraft decontamination consists of a very hot water rinse used to kill zebra mussels and if needed a high pressure spray to remove material from boats, motors, trailers, and personal gear.
- Treatment of Eurasian water milfoil
  - Crow Wing County has 9 lakes that are infested with milfoil that also have a public access. As in previous years, funds will be allocated for chemical or biological treatment of milfoil in these lakes.
- Education & Awareness
  - In 2014 and 2015, Crow Wing County allocated funds directly to lake associations to conduct an education outreach campaign to their members. Over 30 lakes have participated. In 2016, the County plans to again offer this program. In addition, the County plans to use targeted signage, print media, news releases as well as radio, TV, and movie theater advertising.
- Innovation / Special Projects
  - In late summer, Crow Wing County released test results confirming 37 area lakes remain free from Zebra mussel veligers, which are larval-state Zebra mussels. The County plans to continue to work with area lake associations and an environmental lab to conduct veliger testing again in 2016.

**Our Vision:** Being Minnesota's favorite place.

**Our Mission:** Serve well. Deliver value. Drive results.

**Our Values:** Be responsible. Treat people right. Build a better future.

The County Board will review the proposed 2016 AIS plan at its regularly scheduled meeting on December 15, 2015 at 9:00 a.m. The meeting will be held in the County Board Room on the third floor of the Historic Courthouse at 326 Laurel Street Brainerd, MN 56401.

The Land Services Department is committed to providing excellent customer service while helping landowners make wise choices that protect Crow Wing County's extraordinary natural resources. Citizens are encouraged to contact the Environmental Services Office at (218) 824-1125 or [environmental.services@crowwing.us](mailto:environmental.services@crowwing.us) to discuss AIS or other land use related activities.

#END#

## Proposed 2016 Crow Wing County AIS Plan

### Mission:

To provide leadership in preventing the introduction and limiting the spread of Aquatic Invasive Species (AIS) in Crow Wing County by coordinating inspection, decontamination, targeted treatment, and education efforts.

### Partners:

Crow Wing County has developed a network of public, private, state and local partners that enables a strategic use and prioritization of resources to combat the spread of AIS in our waters. This plan will continue to build upon this network to increase awareness of AIS and limit their spread.

### Public Input:

This plan was developed with the input of lake associations at the 2<sup>nd</sup> annual AIS Roundtable which was co-hosted with the Whitefish Area Property Owners Association (WAPOA) on October 2<sup>nd</sup> as well as via a public comment period for concerned citizens and other stakeholders from Oct. 2 to November 30, 2015.

### Plan Activities & Budget:

The 2016 allocation of State AIS funds (~\$450,000 + carry over from 2015) is proposed as follows:

- o **\$313,473 = Watercraft Inspections** using DNR trained Level I inspectors (provided by Brainerd's Employment Resource Center)

Watercraft inspection hours are allocated based on the risk classification map, which was developed based on each access' overall usage, proximity to AIS infested waters, and infested status. Carry-in accesses are not identified in this plan. Local associations and others are charged with identifying and managing these landings. If desired, lakes can install electronic monitoring systems in lieu of inspection hours.

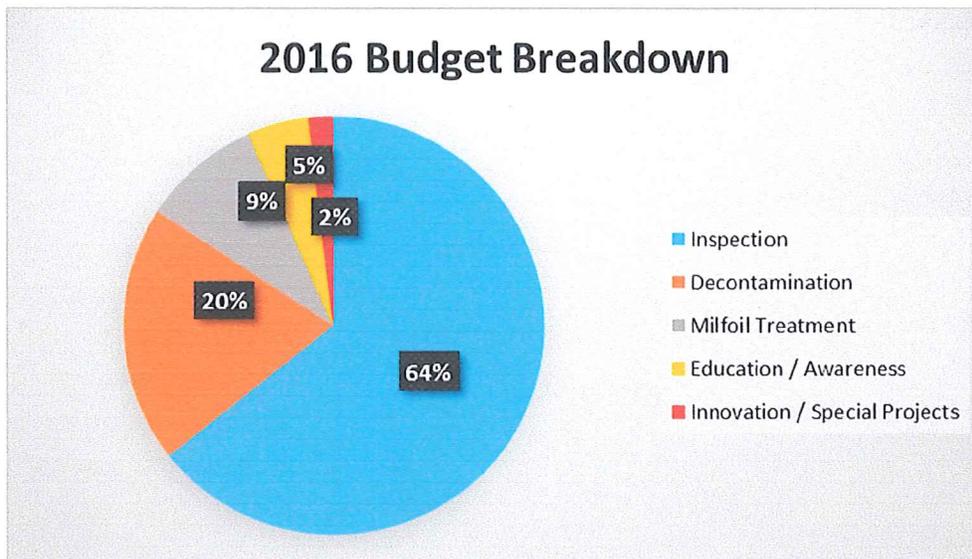
Risk Level	# of Landings (suitable for boats)	General Risk Basis	2016 Plan
Very High	29 (+3 from 2015)	Large, heavily used landings on or very near infested waters	County-provided inspectors; 400 hours per landing
High	24	Well used landings on mid-sized lakes, further away from infested waters	County-provided inspectors; 200 hours per landing
Moderate	40 (-3 from 2015)	Public landings with sporadic use	Generally no county inspectors; reliance on volunteers & education / awareness
Low	90	Little used public or private landings	Education / awareness only; training offered for private landing operators

- o **\$97,000 = Decontamination Station** in Crosslake to Remove Zebra Mussels using DNR-trained Level II inspectors (provided by Brainerd' Employment Resource Center).

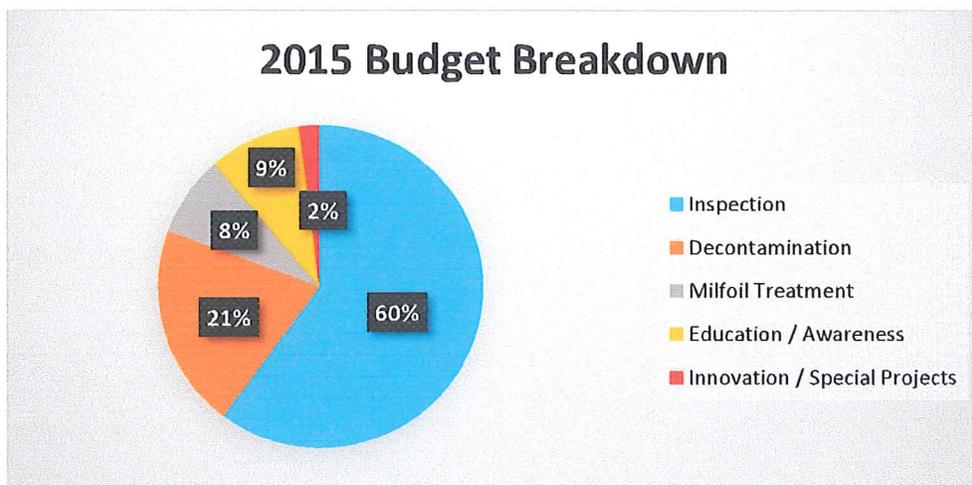
This also includes subsidizing private party decontaminations as well as providing up to 200 hours of Level II inspection for other DNR-approved, public decontamination stations in Crow Wing County.

- **\$23,000 = Education & Awareness** for lake association public awareness campaigns (\$250 per lake with a boat landing), signage at non-DNR landings, print media (Rack cards, newspaper ads, stickers, posters, etc.) and targeted advertising (TV, theaters, online, billboards/outdoor signage, banner ads, and/or radio PSAs)
- **\$45,000 = Milfoil Treatment** for treatment and related surveys for control of milfoil on infested lakes with a public access
- **\$9,000 = Innovation / Special Projects** including zebra mussel veliger sampling (CWC to pay for lab costs, lake associations to conduct sampling), pilot & special projects, such as boat tagging system, electronic entry, etc., and rapid response (treatment for infestations, etc.)

Proposed 2016 Budget:



Approved 2015 Budget:



Other activities not mentioned above may be undertaken to prevent the introduction of AIS or to limit their spread at the discretion of the Crow Wing County Land Services Department.

**Proposed 2016 CWC AIS Budget**

	<b>Amount</b>	<b>Notes</b>
<b>Inspection</b>		
Level II Inspection Hours	\$250,473	400 hrs for very high risk, 200 for high risk, 120 for new
Training for Level II Inspectors	\$8,000	
Supplies & Equipment	\$2,500	Vests, tablets, flag signs, wrenches, sponges, etc.
Usage Counters (annual operation)	\$500	
County Staff Coordination	\$52,000	Staff + mileage
<b>Total Inspection</b>	<b>\$313,473</b>	
<b>Decontamination</b>		
Level II Inspection Hours at Crosslake Decon Station	\$40,000	
Training for Level II Inspectors	\$1,000	
Private Sector/Other Public Decon Program Reimbursement	\$6,000	
General Operating Supplies	\$2,000	
County Staff Coordination	\$48,000	Staff + mileage
<b>Total Decontamination</b>	<b>\$97,000</b>	
<b>Education &amp; Awareness</b>		
Lake Association Marketing	\$10,000	\$250 per lake w/ boat access
Signage for non-DNR landings	\$1,500	Non-DNR landings: design and production
Public Awareness - Print Media	\$1,500	Poster, rack cards, stickers, etc.
Targeted Advertising	\$10,000	Targeted content via TV, radio, online, billboards, etc.
<b>Total Education &amp; Awareness</b>	<b>\$23,000</b>	
<b>Milfoil Treatment</b>		
DNR-approved treatment & related surveys by licensed experts	<b>\$45,000</b>	Eligible Lakes: Bay, Clearwater, Emily, Kimble, Lower Mission, Ossawinnamakee, Upper Mission, Ruth, White Sand
<b>Innovation / Special Projects</b>		
Zebra Mussel Veliger Monitoring	\$4,000	Lab costs for sampling of 50 non-infested lakes
Other projects	\$5,000	Possible activities include: boat identification/tagging system, rapid response
<b>Total Innovation / Special Projects</b>	<b>\$9,000</b>	
<i>Balance forward from 2015 (estimated)</i>	<b>\$25,000</b>	
<i>DNR LGU Grant Funds (estimated)</i>	<b>\$12,000</b>	Estimated amount based on 2015 DNR grant award
<b>2016 Total AIS Budget</b>	<b>\$487,473</b>	<b>\$450,473 from 2015 State Allocation</b>

## APPENDIX 1 - Proposed 2016 Level I Inspection Hours by Lake

	2015 Allocation	Proposed 2016 Level I Hours	% Change
<b>50 Lakes Total (4 Landings)</b>	600	800	33.3%
Bass	200	200	0.0%
Bay	400	400	0.0%
Borden	400	400	0.0%
Camp	200	200	0.0%
Clark	400	400	0.0%
Clearwater	200	200	0.0%
<b>Crow Wing - NEW</b>	0	120	N/A
Edward	400	400	0.0%
Emily	400	400	0.0%
Gilbert	200	200	0.0%
Gladstone	400	400	0.0%
Gull	400	400	0.0%
Horseshoe	400	200	-50.0%
Hubert	400	400	0.0%
Kimball	400	400	0.0%
Lougee	200	0	N/A
Lower Cullen	200	200	0.0%
Lower Hay	400	400	0.0%
Lower South Long	200	400	100.0%
Middle Cullen	200	200	0.0%
Mille Lacs	400	400	0.0%
Mission Lakes (2 Landings)	400	400	0.0%
Nokay	200	200	0.0%
North Long (2 landings)	800	800	0.0%
<b>O'Brien -NEW</b>	0	120	N/A
Ossawinnamakee	400	400	0.0%
Pelican (3 landings)	1200	1200	0.0%
<b>Perch - NEW</b>	0	120	N/A
Platte	200	400	50.0%
Portage/Crooked	200	200	0.0%
Rabbit	400	400	0.0%
Rice (Lum Park)	200	200	0.0%
Round	400	400	0.0%
Ruth	400	400	0.0%
Serpent (2 Landings)	600	600	0.0%
Sibley	200	200	0.0%
Upper Hay	400	400	0.0%
Upper South Long	200	400	100.0%
<b>WAPOA Total (5 Landings)</b>	1600	1800	12.5%
Whipple	200	200	0.0%
White Sand	200	200	0.0%
<b>Total:</b>	15200	16160	5.9%

## Appendix 2 - Risk Classification by Landing

Lake Name	Access Administrator	Risk Classification	Public / Private
Adney Lake	DNR Division of Parks and Trails	Moderate	Public
Allen Lake	DNR Division of Fish and Wildlife	Low	Public
Anna Lake	Anna Lake Heights (Private)	Low	Private
Bass Lake, Mission	DNR Division of Parks and Trails	High	Public
Bass Lake, Turkey	DNR Division of Parks and Trails	Low	Public
Bay Lake	Knieff's Shore Acres (Private)	Low	Private
Bay Lake	Bay Lake Marine (Private)	Low	Private
Bay Lake	DNR Division of Parks and Trails	Very High	Public
Bertha Lake	Bertha Boatworks (Private)	Low	Private
Big Trout Lake	U.S. Corps of Engineers	Very High	Public
Birchdale Lake	DNR Division of Fish and Wildlife	Low	Public
Black Bear Lake	DNR Division of Parks and Trails	Moderate	Public
Black Lake	Crow Wing County	Low	Public
Blackhoof Lake	DNR Division of Forestry	Moderate	Public
Blue Lake	Blue Lake Association (Private)	Low	Private
Borden Lake	DNR Division of Parks and Trails	Very High	Public
Borden Lake	Sweet's Borden Lake Association	Low	Private
Butternut Lake	Crow Wing County	Low	Public
Camp Lake	DNR Division of Parks and Trails	High	Public
Clamshell Lake	U.S. Corps of Engineers	High	Public
Clamshell Lake	Towering Pines (Private)	Low	Private
Clark Lake	DNR Division of Parks and Trails	Very High	Public
Clear Lake	DNR Division of Parks and Trails	Moderate	Public
Clearwater Lake	DNR Division of Parks and Trails	High	Public
Clearwater Lake	Park at Clearwater Estates (Private)	Low	Private
Clinker Lake	DNR Division of Parks and Trails	Low	Public
Crooked Lake	DNR Division of Parks and Trails	High	Public
Cross Lake	Sandcrest (Private)	Low	Private
Cross Lake	Al's Marine (Private)	Low	Private
Cross Lake	ACOE Cross Lake Campground	Moderate	Public
Cross Lake	DNR Division of Parks and Trails	Very High	Public
Cross Lake	U.S. Corps of Engineers	Very High	Public
Cross Lake	Road ROW (Robert St)	Low	Public
Crow Wing Lake	DNR Division of Parks and Trails	High	Public
Crow Wing Lake	Crow Wing Lake Campground (Private)	Moderate	Private
Daggett Lake	Waterwood (Private)	Low	Private
Daggett Lake	C&C Boatworks (Private)	Low	Private
Dahler Lake	City of Emily	Low	Public
Dean Lake	DNR Division of Fish and Wildlife	Low	Public
Dolney Lake	DNR Division of Parks and Trails	Moderate	Public
Duck Lake (N)	DNR Division of Fish and Wildlife	Low	Public
Duck Lake, Cross/Duck	DNR Division of Parks and Trails	Low	Public

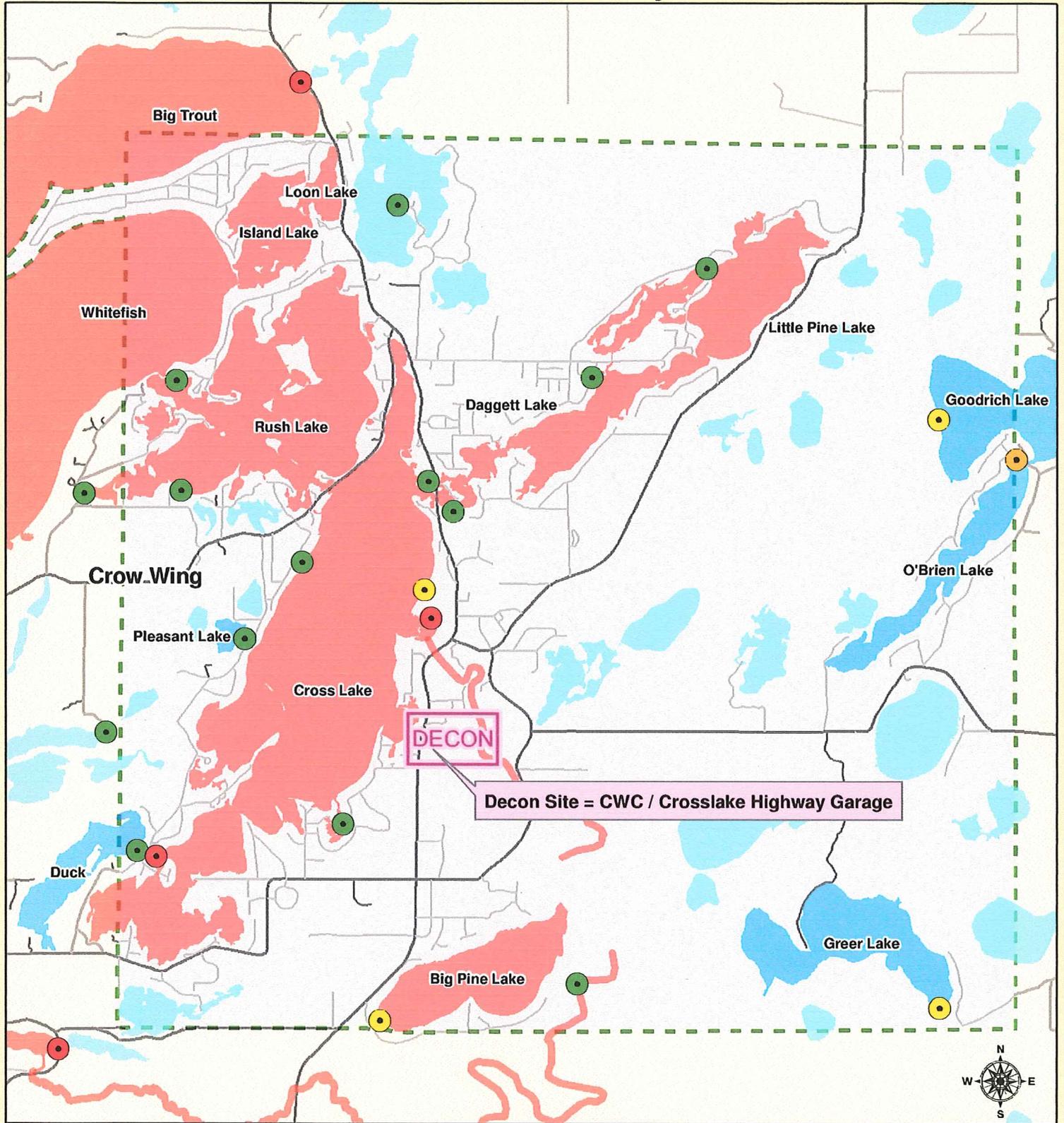
Eagle Lake	DNR Division of Parks and Trails	High	Public
Eagle Lake	Eagle Grove Acres (Private)	Low	Private
East Fox Lake	DNR Division of Parks and Trails	High	Public
East Fox Lake	Open Gate Resort (Private)	Low	Private
East Twin Lake	DNR Division of Parks and Trails	Moderate	Public
Edna Lake	DNR Division of Parks and Trails	Moderate	Public
Edward Lake	Cozy Bay Resort (Private)	Low	Private
Edward Lake	Jolly Rogers Association (Private)	Low	Private
Edward Lake	Mar-Len Estates (Private)	Low	Private
Edwards Lake	DNR Division of Parks and Trails	Very High	Public
Emily Lake	DNR Division of Parks and Trails	Very High	Public
Erskine Lake	DNR Division of Parks and Trails	Moderate	Public
Fawn Lake	Crow Wing County	Low	Public
Fool Lake	Fool's Lake Campground (Private)	Low	Private
Gilbert Lake	Crow Wing County	High	Public
Gladstone Lake	DNR Division of Parks and Trails	Very High	Public
Goodrich Lake	DNR Division of Parks and Trails	Moderate	Public
Grass Lake	DNR Division of Parks and Trails	Low	Public
Greer Lake	DNR Division of Forestry	Moderate	Public
Gull Lake (E)	DNR Division of Parks and Trails	Very High	Public
Hay Lake	DNR Division of Parks and Trails	Moderate	Public
Hubert Lake	Allering Pines (Private)	Low	Private
Hunnington Pit	DNR Division of Parks and Trails	Moderate	Public
Island Lake	DNR Division of Parks and Trails	Moderate	Public
Jail Lake	Four Seasons (Private)	Low	Private
Kego Lake	DNR Division of Parks and Trails	High	Public
Kimball Lake	DNR Division of Parks and Trails	Very High	Public
Lake Hubert	DNR Division of Parks and Trails	Very High	Public
Little Black Hoof Lake	DNR Division of Parks and Trails	Moderate	Public
Little Pelican Lake	DNR Division of Parks and Trails	Moderate	Public
Little Pine Lake	Wilderness Park (Private)	Low	Private
Little Rabbit Lake	Irondale Township	Low	Public
Little Rabbit Lake	Crow Wing County	Low	Public
Loon Lake	Crow Wing County	Low	Public
Lougee Lake	DNR Division of Parks and Trails	Moderate	Public
Love Lake	See Gull Estates (Private)	Low	Private
Love Lake	Gull Love Campground (Private)	Low	Private
Lower Cullen Lake	DNR Division of Parks and Trails	High	Public
Lower Hay Lake	DNR Division of Parks and Trails	Very High	Public
Lower Mission Lake (SE)	DNR Division of Fish and Wildlife	Low	Public
Lower Mission Lake (W)	DNR Division of Parks and Trails	High	Public
Lower South Long Lake	DNR Division of Parks and Trails	Very High	Public
Lower South Long Lake	Harbor on Crescent Bay (Private)	Low	Private
Lower South Long Lake	Road ROW	Low	Public
Mahnomen Lake	Public	Moderate	Public
Manual Pit Lake	DNR Division of Parks and Trails	Low	Public
Mary Lake	Fun at the Lake Resort (Private)	Low	Private

Middle Cullen Lake	DNR Division of Parks and Trails	High	Public
Middle Cullen Lake	Wilderness Resort (Private)	Low	Private
Mille Lacs Lake	Garrison Harbor / Creek Marina	Low	Private
Mille Lacs Lake	Terry's Boat Harbor (Private)	Low	Private
Mille Lacs Lake, Pike Point	DNR Division of Parks and Trails	Very High	Public
Mississippi River	Hazeltine Bay (Private)	Low	Private
Mississippi River	Rugged River Resort (Private)	Low	Private
Mississippi River, Crow Win	DNR Division of Parks and Trails	Moderate	Public
Mississippi River, Crow Win	DNR Division of Parks and Trails	Low	Public
Mississippi River, Evergreer	City of Brainerd	Moderate	Public
Mississippi River, French Ra	Crow Wing County	Low	Public
Mississippi River, Ft Ripley	DNR Division of Parks and Trails	Low	Public
Mississippi River, Green's P	DNR Division of Parks and Trails	Low	Public
Mississippi River, Half Mooi	DNR Division of Parks and Trails	Low	Public
Mississippi River, Hwy 6	DNR Division of Parks and Trails	Low	Public
Mississippi River, Kiwanis P	City of Brainerd	Low	Public
Mississippi River, Trommak	DNR Division of Parks and Trails	Moderate	Public
Mitchell Lake	DNR Division of Parks and Trails	High	Public
Nokay Lake	DNR Division of Parks and Trails	High	Public
Nokay Lake	Twin Oaks Resort (Private)	Low	Private
North Long Lake	A&C Holdings (Private)	Low	Private
North Long Lake	Donnybrook (Private)	Low	Private
North Long Lake	Hidden Paradise (Private)	Low	Private
North Long Lake	Ojibwa Park (Private)	Low	Private
North Long Lake	Sullivan's Resort (Private)	Low	Private
North Long Lake (NW)	DNR Division of Parks and Trails	Very High	Public
North Long Lake (S)	Crow Wing County, Birchdale Park	Low	Public
North Long Lake, Merrifield	DNR Division of Parks and Trails	Very High	Public
O'Brien Lake	DNR Division of Parks and Trails	High	Public
Ossawinnamakee Lake	Highview Campground (Private)	Low	Private
Ossawinnamakee Lake	DNR Division of Parks and Trails	Very High	Public
Ox Lake	Ox Lake Landing (Private)	Low	Private
Partridge Lake	City of Garrison	Moderate	Public
Pelican Lake	Breezy Point Resort (Private)	Very High	Private
Pelican Lake (NW)	City of Breezy Point	Moderate	Public
Pelican Lake, Halverson Bay	DNR Division of Parks and Trails	Very High	Public
Pelican Lake, Jones Bay	Crow Wing County	Very High	Public
Pennington Pit	DNR Division of Parks and Trails	Moderate	Public
Perch Lake	DNR Division of Parks and Trails	High	Public
Perry Lake	DNR Division of Parks and Trails	Moderate	Public
Pig Lake	Crow Wing County	Low	Public
Pig Lake	Black Pine Beach Resort (Private)	Low	Private
Pine Lake	DNR Division of Parks and Trails	Moderate	Public
Pine River, Harvey Drake	DNR Division of Parks and Trails	Low	Public
Pine River, Rock Dam	Crow Wing State Forest	Low	Public
Platte Lake	DNR Division of Parks and Trails	Very High	Public
Pleasant Lake	DNR Division of Fish and Wildlife	Low	Public

Portsmouth Pit	DNR Division of Parks and Trails	Moderate	Public
Rabbit Lake	DNR Division of Parks and Trails	Very High	Public
Red Sand Lake	Crow Wing County	Moderate	Public
Rice Lake , Lum Park	City of Brainerd	High	Public
Rice Lake, Hesitatio	DNR Division of Fish and Wildlife	Low	Public
Rock Lake	DNR Division of Parks and Trails	Moderate	Public
Roger Lake	DNR Division of Parks and Trails	Moderate	Public
Ross Lake	DNR Division of Parks and Trails	Moderate	Public
Round Lake	DNR Division of Parks and Trails	Moderate	Public
Round Lake	DNR Division of Parks and Trails	Very High	Public
Rowe Mine Pit Lake	Crow Wing County	Low	Public
Rush Lake	Boyd Lodge (Private)	Low	Private
Rush Lake	Road ROW	Low	Public
Rush Lake	Bay View Lodge (Private)	Low	Private
Ruth Lake	DNR Division of Parks and Trails	Very High	Public
Sagamore Pit	DNR Division of Parks and Trails	Moderate	Public
Sandbar Lake, Horseshoe	DNR Division of Parks and Trails	High	Public
Sebie Lake	Crow Wing County	Moderate	Public
Section 6 Mine Lake	Crow Wing County	Low	Public
Serpent Lake (E)	DNR Division of Parks and Trails	High	Public
Serpent Lake (W)	City of Crosby	Very High	Public
Sibley Lake	DNR Division of Parks and Trails	High	Public
Silver Lake	DNR Division of Parks and Trails	Moderate	Public
Smith Lake	Rolling Hills Resort (Private)	Low	Private
Snowshoe Lake	Crow Wing County	Low	Public
Star Lake	Pine Terrace Resort (Private)	Low	Private
Stark Lake	DNR Division of Parks and Trails	Moderate	Public
Strawberry Lake	DNR Division of Parks and Trails	Low	Public
Turtle Lake	Camp Holiday (Private)	Low	Private
Twin Lake	Road ROW	Moderate	Public
Upper Cullen Lake	Galles' Upper Cullen Resort & Campground	Low	Private
Upper Dean Lake	DNR Division of Parks and Trails	Low	Public
Upper Hay Lake	Hay Lake Lodge (Private)	Low	Private
Upper Hay Lake	DNR Division of Parks and Trails	Very High	Public
Upper Mission Lake	DNR Division of Parks and Trails	High	Public
Upper Mission Lake	Sunset Bay Resort (Private)	Low	Private
Upper South Long Lake	DNR Division of Parks and Trails	Very High	Public
Upper Whitefish Lake	DNR Division of Parks and Trails	Very High	Public
West Mahnomen Lake	Public	Moderate	Public
West Twin Lake	Road ROW	Moderate	Public
Whipple Lake	City of Baxter - Co-op with DNR	High	Public
White Sand Lake	DNR Division of Parks and Trails	High	Public
Whitefish Lake	Heath's Resort (Private)	Low	Private
Whitefish Lake	Kilworry Resort (Private)	Low	Private
Wise Lake	Pine Ridge Beach Resort (Private)	Low	Private
Wolf Lake	Crow Wing County	Low	Public
Yawkey Pit	DNR Division of Parks and Trails	Low	Public

# City of Crosslake Watercraft Access Map

## 2016 AIS Risk Classification - City of Crosslake



### Watercraft Accesses by Risk Class

- Very High (2)
- High (1)
- Moderate (4)
- Low (12)

### Water Bodies by Infested Status

- Infested (Milfoil and/or Zebra Mussels)
  - Lakes w/Public Access
  - Other Lakes
- Potential Decontamination Station Location

**DECON**



B. 19.

## **Crosslake Park/Library Commission Minutes 2:00 P.M. Wednesday, August 26, 2015**

**Members Present:** Alden Hardwick, Gary Nordstrom, John Pribyl, Ron Lessard, Patty Norgaard, Mic Tchida, Councilman Mark Wessels and Park & Recreation/Library, Director Jon Henke, Guest Mike Bilski

1. Meeting was called to order at 2:00 pm.

2. Approve Minutes from July 22, 2015 meeting

**Motion to Approve Minutes from July 22, 2015 - Pribyl/Nordstrom—Unanimous**

**3. Pickleball Update** – The Commission talked about the possibility of building four Pickleball Courts. The PAL Foundation received a donation recently for \$10,000 from the Essentia Medical Foundation. This donation could be used for court construction. Jon commented that there is also \$15,000 in the Park Dedication account. Courts are expected to cost between \$50-\$60,000. To keep costs down maybe the courts could be built without fencing. Jon will continue doing research on court construction details. Jon is working with Ted Pederson from the PAL Foundation.

**4. Cross Country Meet**

The first ever Cross Country Meet will be held at the park on September 10<sup>th</sup>. There will be three teams in attendance. Park staff marked 3200 and 5000 meter routes.

**5. Bruce Larson Subdivision**

**The Park/Library Commission recommends cash in lieu of land for the Larson Metes and bounds Subdivision. Pribyl/Lessard - Motion passed unanimously.**

**6. Robert St.**

A complaint has been received by the City in regards to a fence and signage on the public right of way that leads to the water off of Robert St. Jon will send a letter to the property owner.

**7. Book Sale**

The book sale brought in \$5,422.81. Many positive comments were received on the organization of the sale.

**8. New Park Employee**

Gerald Logelin was hired as a maintenance employee to replace Terry Kinkaid.

**9. Grounds Update**

Gates have been installed to control traffic in the park. Park Staff and Commission member Gary Nordstrom will remove the shingles on the Picnic Shelter in the coming weeks.

**10. Fitness Room Punch Card** - Many of the Community Center patrons would like a punch card so they don't have to pay for a day pass each time they come visit the fitness room. This is most common for visitors that come up for a week at a time and also our weekend residents.

**The Park/Library Commission recommends the City Council consider a motion to add a 10 pass punch card for the fitness room to the Cities fees list. Cost for the punch card will be \$55.00. The cards will expire at the end of each year. Lessard/Norgaard – Unanimous.**

**11. Veterans Discount** - The idea of a discount for use of the fitness room by veterans was proposed by a local resident last month. The Park Commission thought this was a good idea. A 10% discount was suggested. This would not apply to day pass use.

## **12. Open Forum**

**Bilski Right of Way** – Mike Bilski wanted to clarify a few details in regards to the Birch Beach Right of Way (ROW). Mike stated his family is not trying to acquire property. Mike also wanted to clarify that his family has always known that the right of way was there. Even though they knew the boundary was there they thought it was 16'-20' to the west of the current line. They were told by the previous owner that the right of way was 50' not 66'. They are challenging the property line with a statute that details something called a "Boundary by Practical Location Ruling". Councilman Wessels stated that the City has offered to vacate the land that the garages are sitting on but is not interested in vacating the land that runs to the water. The City has also offered a license agreement for the ROW that leads to the water. Mike stated that the problem with the License agreement is that the City retains the right to give the Bilski's a 30 day notice to remove property in the ROW. The Bilski's would like something permanent.

**103 Property** – Gary and Mic would like to work on improving this property. Jon stated that there currently is an access issue with getting into the property. Once the access issue is solved the City would try and move ahead with creating a day use only park. The park would have strict open and closed hours that would be enforced by the Crosslake Police Department.

**Motion to Adjourn: Pribyl/Lessard – Unanimous.**

B.20.

# Crosslake Roll-Off & Recycling Services

September 2015

Mixed	Paper	Aluminum	Tin	Glass	Plastic	Metal	Cardboard	Electro	Total lbs	2000#	Total Tons
January	6420	740	2340	6740	1580	13020	3260	0	30840	2000	15.42
February	10800	880	0	0	1460	0	4280	0	17420	2000	8.71
March	0	0	0	6420	1580	4320	6760	0	19080	2000	9.54
April	9620	760	2120	6980	2940	7680	6300	0	36400	2000	18.2
May	10480	0	0	7080	3460	13500	12260	0	46780	2000	23.39
June	16660	840	2220	13700	4740	8100	11500	42	57802	2000	28.901
July	8040	2190	0	20760	6780	15010	10600	0	63380	2000	31.69
August	9760	880	2160	15020	4460	13620	11300	0	57200	2000	28.6
September	9340	750	0	13300	3960	9350	8600	0	45300	2000	22.65
October								0	0	2000	0
November								0	0	2000	0
December									0	2000	0

TOTAL IBS	81120	7040	8840	90000	30960	84600	74860	42			
2000#	2000	2000	2000	2000	2000	2000	2000	2000			
TOTAL TONS	40.56	3.52	4.42	45	15.48	42.3	37.43	0.021			

Tires

B. 21.

ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES  
8:30 A.M. – SEPTEMBER 2, 2015  
City Hall

The regular monthly meeting of the Crosslake EDA was called to order at 8:35 A.M. by Patty Norgaard with the following members present: Patty Norgaard, Steve Roe, Bill Forsythe, and Mark Wessels. Also in attendance were Finance Director/Treasurer Mike Lyonais, Sheila Haverkamp of BLAEDC, Kristin Larson of Spectrum Research and Roger Roy. Patty Norgaard welcomed audience member Martha Steele from Mission Township and stated that Ms. Steele is a BLAEDC member.

A MOTION WAS MADE BY STEVE ROE, SECONDED BY MARK WESSELS TO APPROVE THE MINUTES OF THE AUGUST 5, 2015 EDA MEETING. AYES: ALL.

Bill Forsythe reported the Revolving Loan Fund balance information. No action was required.

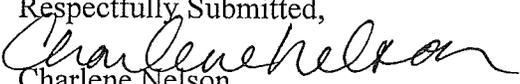
Bill Forsythe presented ideas for the EDA website and stated that these templates could be added to the City’s existing website at no cost to the EDA. Mr. Forsythe would like the EDA page to include visuals and a link to BLAEDC so that interested parties could have direct access to specific information. Mr. Forsythe will work with staff and EDA members to create the site.

Roger Roy gave a brief update from the Character and Design Team. The team has worked on identifying issues that the City is facing and will begin prioritizing the list for projects that the EDA could work on. Patty Norgaard reported that the MN Design Team would not be hired in 2016. A discussion ensued regarding blight properties in Crosslake and how the City could make the city look more appealing. Sheila Haverkamp stated that a private developer could make an offer to purchase blight properties. Bill Forsythe replied that the City could purchase the properties and have them shovel-ready for developers to buy.

Kristin Larson of Spectrum Reach presented a revised 60-second video that was developed for the Crosslake EDA. The female voice used in this video was not well received. Ms. Larson reminded the members that the video is work in progress and would develop over the next 18 months to include all the seasons and City events. The target audience has been narrowed down to the Millennials which are between the ages of 25-44. Ms. Larson gave an update on commercial spots that will be available for individual business to purchase.

Patty Norgaard asked that the members finalize the 2016 Budget. The cost for BLAEDC services is \$7,050. Continued work with Spectrum Research is estimated at \$7,560. Ms. Norgaard included \$1,000 for miscellaneous projects/costs. This totals \$15,610 for 2016. A MOTION WAS MADE BY MARK WESSELS AND SECONDED BY BILL FORSYTHE TO REQUEST \$12,000 FOR THE 2016 EDA BUDGET AND TO ROLL-OVER \$3,000 OF UNSPENT FUNDS FROM THE 2015 BUDGET. AYES: ALL.

The next EDA meeting will be held on October 7<sup>th</sup>. Patty Norgaard adjourned the meeting at 10:22 A.M.

Respectfully Submitted,  
  
Charlene Nelson  
City Clerk

**RESOLUTION 15-\_\_\_\_\_**

**RESOLUTION ACCEPTING DONATION(S)**

WHEREAS, the City of Crosslake encourages public donations to help defray costs to the general public of providing services and improving the quality of life in Crosslake; and

WHEREAS, the City of Crosslake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens; and

WHEREAS, said Statute 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council; and

WHEREAS, the following person/persons and/or entity/entities has/have donated real and/or personal property as follows:

<b>FROM</b>	<b>DONATION</b>	<b>INTENDED PURPOSE</b>
PAL Foundation	\$174.75	Library Summer Reading Program
PAL Foundation	\$132.00	Friday Bridge

; and

WHEREAS, the City of Crosslake will strive to use the donation as intended by the donor; and

WHEREAS, the City Council finds that it is appropriate to accept said donation(s) as offered.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Crosslake that the donation(s) as described above are accepted as allowed by law.

Passed this 12th day of October, 2015.

\_\_\_\_\_  
Steve Roe  
Mayor

ATTEST:

\_\_\_\_\_  
Charlene Nelson  
City Clerk

(SEAL)

B.  
23

**BILLS FOR APPROVAL**  
October 12, 2015

VENDORS	DEPT	AMOUNT
Ace Hardware, squeegee, handle	PW	41.48
Ace Hardware, batteries, bulb	Gov't	44.97
Ace Hardware, landscape block adhesive	Park	7.49
Ace Hardware, bulb, key	Park	11.98
Ace Hardware, funnel	Park	3.99
Ace Hardware, batteries	Park	13.99
Ace Hardware, gloves, tape measure	Park	5.97
Ace Hardware, fuel, ubolt	PW	29.72
Ace Hardware, hose clamp	PW	4.58
Ace Hardware, tubing	PW	8.28
Ace Hardware, batteries	PW	27.98
Ace Hardware, janitorial supplies	PW	29.54
Ace Hardware, tape measure, screwdrivers, knife	Park	15.51
Ace Hardware, bulbs	Park	47.97
Ace Hardware, adapter	Park	1.79
Ace Hardware, wheelbarrow, gloves	PW	107.98
Ace Hardware, battery	PW	5.99
Ace Hardware, spray paint, vacuum bags, cleaners	PW	38.43
Ace Hardware, floor mats	Police	19.99
Ace Hardware, blade	PW	7.49
Ace Hardware, oil, hardware	PW	45.41
Ace Hardware, cement, cleaners, conduit	Park	46.02
Ace Hardware, conduit	Park	2.79
Ace Hardware, hardware	Park	8.16
Ace Hardware, hardware	Park	5.76
Ace Hardware, wasp killer	Park	9.48
Ace Hardware, drill bits	Fire	17.48
Ace Hardware, bulbs, can spout, security lights	PW	123.84
Ace Hardware, tape	PW	3.99
Ace Hardware, salt red-out pellets	PW	440.37
Ace Hardware, hardware	PW	8.47
Ace Hardware, hardware	PW	5.28
Ace Hardware, container, measuring cup	Park	9.48
Ace Hardware, goggles, muriatic acid, deck brush	Park	49.96
Ace Hardware, hardware	Park	2.98
Ace Hardware, hardware	Park	22.71
Ace Hardware, hardware	Park	17.52
Ace Hardware, chainsaw blade	PW	31.89
Ace Hardware, rotary access kit, wrench set	PW	103.87
AW Research, water testing	Sewer	1,082.70
Baker and Taylor, books	Library	1,376.07
Batteries Plus, battery backup	PW	53.99
Birchdale Fire & Security, 4th quarter monitoring	PW	90.00
Brainerd Hydraulics, frame	PW	250.00
Breen & Person, legal fees	ALL	1,553.00

BSN Sports, soccer goal	Park		219.99
BSN Sports, vests	Park		140.70
Business Forms and Accounting, checks, utility bills	Admin/Sewer		537.21
City of Crosslake, sewer utilities	PW/Gov't		111.00
Clean Team, october cleaning	PW/Gov't		1,082.50
Council #65, union dues	Gov't		385.00
Crosslake Communications, phone, fax, cable, internet	ALL		1,283.37
Crosslake Rolloff, recycling	Gov't		2,695.00
Crow Wing County Attorney, 3rd quarter fines	Gov't		1,565.08
Crow Wing County Highway Dept, fuel	ALL		2,579.32
Crow Wing County Recorder, filing fee	PZ		46.00
Crow Wing Soil and Water, plat books	Gov't		66.00
Dacotah Paper, janitorial supplies	Park		341.36
Dacotah Paper, janitorial supplies	Park		225.93
Dacotah Paper, janitorial supplies	Park		182.37
Dacotah Paper, janitorial supplies	Gov't		39.18
Dacotah Paper, janitorial supplies	Gov't		22.37
DC's Motorsport Repair, pulleys, blet, hardware	PW		157.50
Deferred Comp	ALL		300.00
Delta Dental, dental insurance	ALL		1,508.37
Fastenal, drill set, cable ties	PW		316.99
Fastenal, safety vest, utility knife	PW		37.90
Ferguson, meter	Sewer		1,202.60
Fire Instruction and Rescue, ropes, knots and ladders	Fire		450.00
Foreman Fire Service, oil changes	Fire		4,069.75
Fortis, disability	ALL		592.84
Fyle's, portable restrooms	Park		230.00
GLS Promotions, award	PW		57.00
Guardian Pest Solutions, pest control	ALL		77.60
Hawkins, chemicals	Sewer		803.72
Health Partners, health insurance	Gov't		18,275.86
Heartland Tire, tires	PW		484.84
Herculift, annual inspection	PW		280.00
Holden Electric, repair lift station	Sewer		1,180.91
Holden Electric, replace fuse on siren	Gov't		260.00
Holiday Station, fuel	Park		5.86
Jon Henke, reimburse petty cash	Park	pd 9-21	3.93
Jon Henke, reimburse mileage	Park		54.91
Lakes Area Rental, trimmer	Park		19.05
Lakes Area Rental, shaft	PW		100.95
Lakes Area Rental, concrete saw	PW		44.00
Marco, copier lease	ALL		433.00
Marco, copier lease	Park		218.05
Mastercard, American Park and Rec, park benches	Park	pd 9-21	950.00
Mastercard, Costco, vacuum	Gov't		224.42
Mastercard, MN State Fire Chiefs Assn, annual conference	Fire	pd 9-21	250.00
Mastercard, Office Max, office supplies	Park		242.72
Mastercard, Office Max, ink cartridge	PW		60.12
Mastercard, Shoebuy.com, sunglasses	Police		43.94
Mastercard, Spa Partners, gym equipment wipes	Park		497.00

Mastercard, Sporting Goods, stencils	Park		149.99
Mastercard, Vintage Technologies, power converters	Police		359.74
Menards, cedar rail	Park		90.61
Midwest Machinery, tool for pole saw	PW		239.95
Midwest Machinery, change hydraulic oil	Park		220.56
MMUA, safety management program dues	Gov't		2,550.00
MN Life, life insurance	ALL		413.80
Moonlite Square, fuel	Fire		14.96
Napa, hardware	PW		4.12
Napa, valve, hose, spark plug	PW		19.69
Napa, oil filter, spark plug wire set	PW		29.11
Napa, gloves, air freshener	PW		28.17
Napa, gloves, spark plug	PW		31.59
Napa, push-pull	PW		4.21
Napa, nut, bolt, trailer lamp kit, lock	PW		196.73
Napa, bolt	PW		16.70
Napa, hose reel	PW		209.00
NCPERS-Life Insurance	ALL		144.00
North Memorial, ems refresher	Fire		300.00
Northland Painting, suffleboard courts	Park		800.00
Northland Press, soccer coach ad	Park		14.20
Northland Press, ordinance amendment 326	Gov't		89.25
Northland Press, meeting notice of 9/25	PZ		76.50
Planning & Zoning Commissioners, 3rd quarter meetings	PZ		300.00
Premier Auto, tire balance	Police		40.00
Premier Auto, battery, tires, speed sensors	PW		756.04
Premier Auto, battery, generator, spark plugs, fluid flush	Police		1,711.13
Premier Auto, oil change	Police		56.06
Pro Hyrdro Testing, storage cylinders	Fire		200.00
Reeds Market, concessions	Gov't		57.49
Robb Reed, summer basketball club	Park		180.00
Robb Reed, summer soccer club	Park		150.00
Shipman Auto Parts, plow	PW		7,450.00
Shipman Auto Parts, fender	PW		100.00
Simonson Lumber, plywood	PW		108.44
Simonson Lumber, concrete mix	Park		10.12
Simonson Lumber, concrete mix	Park		20.24
Simonson Lumber, concrete mix	Park		40.48
Sparks Sales, trailer	PW		1,895.00
Squad Pro, install battery chargers	Police		471.00
Tactical Products, bullet proof vest	Police		1,296.00
Teamsters, union dues	Police	pd 10-5	196.00
The Office Shop, tape	Gov't		17.89
The Office Shop, ink	PZ		53.99
The Office Shop, sealer	Admin		13.14
The Office Shop, office supplies	Admin		19.73
The Office Shop, copy paper	PZ/Admin		143.60
Tom's TV, camera repair	Gov't		308.50
Trana Masonry, county road 66 trail repair	Gov't		4,057.73
Uniforms Unlimited, uniform	Police		112.70
Verizon, air card and ipad charges	ALL		235.13

Verizon, cell phone charges	ALL		506.92
Viking Coke, pop	Park		153.99
Waste Partners, trash removal	ALL		239.27
WSN, engineering fees	ALL		4,301.50
WW Goetsch, sensor floats	Sewer		280.00
Xcel Energy, gas utilities	ALL		289.38
Zach Henke, referee	Park		90.00
	<b>TOTAL</b>		82,656.90

E. 1.

**LG214 Premises Permit Application**

**Annual Fee \$150 (NON-REFUNDABLE)**

**REQUIRED ATTACHMENTS TO LG214**

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**

Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: Merrifield Marathons Inc License Number: 04720

Chief Executive Officer (CEO) Howard Miller Daytime Phone: 218-851-7661

Gambling Manager: Jill Herron Daytime Phone: 218-851-5219

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: Cedar Chest

List any previous names for this location:  
\_\_\_\_\_

Street address where premises is located: 33350 County Road 3  
(Do not use a P.O. box number or mailing address.)

City: <b>OR</b>	Township:	County:	Zip Code:
Crosslake	Mission	Crow Wing	56442

Does your organization own the building where the gambling will be conducted?  
 Yes  No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?  Yes  No  Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: BlackRidge Bank Bank Account Number: 720201

Bank Street Address: 14084 Baxter Drive City: Baxter State: **MN** Zip Code: 56425

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
<u>21135 County Road 3</u>	<u>Merrifield</u>	<b>MN</b>	<u>56465</u>

\_\_\_\_\_ **MN** \_\_\_\_\_

\_\_\_\_\_ **MN** \_\_\_\_\_

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

<p><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p>City Name: _____</p> <p>Date Approved by City Council: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 20px auto; width: 80%;"> <p><b>Local unit of government must sign.</b></p> </div>	<p><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p>County Name: _____</p> <p>Date Approved by County Board: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <p>TOWNSHIP NAME: _____</p> <p><b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>
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**ACKNOWLEDGMENT AND OATH**

<ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> <p style="text-align: center;"><i>[Handwritten Signature]</i></p> <p>Signature of Chief Executive Officer (designee may not sign)</p>	<ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is non-refundable regardless of license approval/denial.</li> </ol> <p style="text-align: right;">Date <u>9/10/15</u></p>
--	---

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public</p>	<p>Information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;</p>	<p>Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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E.l.a.

## INFORMATION MEMO

# Lawful Gambling

*Learn what gambling is allowed in Minnesota, like pull-tabs and raffles, and which organizations may conduct them. Understand state regulations on lawful purposes for which gambling money may be spent, licensing, gambling managers, and more. Find out how cities can regulate gambling with “10% funds”, investigation fees, trade areas and local gambling taxes. Contains a sample ordinance and premises permit forms.*

### RELEVANT LINKS:

Minn. Stat. §§ 609.75-.763.

25 U.S.C. 2701 et seq. Minn. Stat. § 3.9221.  
Minn. Stat. ch. 349A.  
Minn. Stat. ch. 240.  
Minn. Stat. § 240.30.  
Minn. Stat. ch. 349.  
Minn. Stat. § 609.75, subd. 3.  
Minn. Stat. § 609.761, subd. 3.  
Minn. Stat. § 609.761, subd. 4.

Minn. Stat. § 349.12, subd. 24.

Minn. Stat. § 349.12, subd. 4.  
Minn. Stat. § 349.17.  
Gambling Control Board,  
Lawful Gambling Manual,  
Chapter 6: Bingo.

Minn. Stat. § 349.12, subd. 3c.

## I. Permitted Forms of Gambling

Minnesota law generally criminalizes gambling conducted within the state. However, there are exceptions. Permitted forms of gambling include:

- Native American gaming conducted pursuant to a tribal-state compact.
- The Minnesota State Lottery.
- Pari-mutuel betting (horse racing).
- Card club operations.
- Lawful (often called “charitable”) gambling.
- Private social bets.
- Social skill games.
- Social dice games.

This memo focuses on lawful gambling. It is the only type of gambling subject to municipal regulation.

## II. Lawful gambling

Lawful gambling is the “operation, conduct, or sale of bingo, raffles, paddlewheels, tipboards, and pull-tabs.”

### A. Bingo

“Bingo” is a game where each player has a bingo hard card, bingo paper sheet, or facsimile of a bingo paper sheet when used in conjunction with an electronic bingo device, for which a consideration has been paid, and is played in accordance with state regulations regarding the conduct of bingo.

#### 1. Bar bingo

“Bar bingo” is a bingo game conducted in an area where intoxicating liquor or 3.2 percent malt beverages are sold and where the licensed organization conducts another form of lawful gambling. Bar bingo does not include linked bingo games.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

## RELEVANT LINKS:

Minn. Stat. § 349.12, subd. 25a.  
See Section II-F-*Electronic gambling devices*.

Minn. Stat. § 349.12, subd. 33.  
Gambling Control Board, Lawful Gambling Manual, Chapter 7: Raffles.

Minn. Stat. § 349.12, subd. 29.  
Gambling Control Board, Lawful Gambling Manual, Chapter 9: Paddlewheels.

Minn. Stat. § 349.12, subd. 34.  
Gambling Control Board, Lawful Gambling Manual, Chapter 8: Tipboards.

Minn. Stat. § 349.12, subd. 32.  
Gambling Control Board, Lawful Gambling Manual, Chapter 5: Pull-tabs.  
See Section II-F-*Electronic gambling devices*.

2012 Minn. Laws ch. 299.  
*"Frequently Asked Questions Regarding Electronic Pull Tabs and Electronic Linked Bingo,"* LMC information brief, May 2012.

## 2. Linked bingo

"Linked bingo" is a bingo game played at two or more locations with a common prize pool, a common selection of numbers or symbols, and where the results are transmitted to all participating locations by satellite, telephone or other means by a linked bingo game provider.

### B. Raffles

A "raffle" is a game in which a participant buys a ticket (or other certificate of participation) for an event where prizes are awarded based on a method of random selection and all entries have an equal chance of winning.

### C. Paddlewheels

A "paddlewheel" is a vertical wheel (or an electronic device that simulates a wheel) marked off into sections containing one or more numbers that, after being turned or spun, uses a pointer or marker to determine winning numbers matching purchased tickets.

### D. Tipboards

A "tipboard" is a board, placard or other device containing a seal that conceals the winning number or symbol. Lawful gambling organizations often use tipboards for "meat raffles."

### E. Pull-tabs

A "pull-tab" is a single folded or banded paper ticket, a multi-ply card with perforated break-open tabs, or a facsimile of a paper ticket used in conjunction with an electronic device, the face of which is initially covered to conceal one or more numbers or symbols, and where one or more of each set of tickets, cards, or facsimiles has been designated as a winner in advance.

### F. Electronic gambling devices

The 2012 Minnesota Legislature authorized the use of electronic linked bingo and electronic pull-tab devices by licensed lawful gambling organizations. An "electronic device" is a small, portable hand-held device that is activated from a central sales facility and cannot accept any coin or currency, though players may play "credits" from previous winning games or tickets.

**RELEVANT LINKS:**

Minn. Stat. § 349.12, subd. 12a.

See Section V – *State Regulation.*

Minn. Stat. § 349.12, subd. 12c.

Minn. Stat. § 349.211.

See Section VII – *Local regulation.*

Minn. Stat. § 349.1721, subd. 4.

## **1. Electronic linked bingo**

An electronic bingo device:

- Is used to play electronic linked bingo.
- Activates bingo numbers that are announced or displayed.
- Identifies winning bingo patterns.
- Is limited to 36 “faces” per game.
- Requires coded entry to activate play, but does not allow the use of coins, tokens, or other currency.
- May only be used for play against other bingo players in a bingo game.
- Has no additional function as an amusement or gaming device other than electronic pull-tabs.
- Has the capability to ensure adequate internal controls.
- Permits monitoring by the Gambling Control Board.
- Can be used by players who are visually impaired.

## **2. Electronic pull-tabs**

### **a. Games**

An electronic pull-tab game:

- Uses facsimiles of pull-tab tickets that are played on an electronic device.
- Has a predetermined, finite number of winning and losing tickets (not to exceed 7,500 tickets).
- Sells each ticket for the same price (which is not less than 25 cents per ticket).
- Is played in conformance with all applicable rules for pull-tabs.
- Complies with statutory prize limits.
- Has a unique serial number that may not be regenerated.
- Has an electronic flare that displays the game name, form number, and predetermined number of tickets in the game (as well as prize tier).
- Does not mimic a video slot machine.

The hours of operation for the devices are limited to 8 a.m. to 2 a.m. (although local regulations may be more restrictive). All electronic pull-tab games must be sold and played on the permitted premises and may not be linked to other locations.

Before playing, individuals must present and register a valid picture identification card that includes the player’s address and date of birth. Players are also limited to the use of one device at a time.

## RELEVANT LINKS:

Minn. Stat. § 349.12, subd. 12b.

Minn. Stat. § 349.17, subd. 9.  
Minn. Stat. § 349.1721, subd. 4.

Minn. Stat. § 349.17, subd. 9.  
Minn. Stat. § 349.1721, subd. 4.

### **b. Devices**

An electronic pull-tab device is a handheld, portable device that:

- Is used to play one or more electronic pull-tab games.
- Requires coded entry to activate play, but does not use coins, tokens, or other currency.
- Requires that a player activates or opens each electronic pull-tab ticket, as well as each individual line, row, or column on each ticket.
- Maintains information regarding accumulated credits that may be applied to games or redeemed upon termination of play.
- Has no spinning reels or other features that mimic a video slot machine.
- Has no additional gambling functions other than electronic linked bingo.
- May incorporate an “amusement game” feature, but may not require additional consideration for use of that feature.
- May have audio or visual enhancements.
- Maintains (on non-resettable meters) a printed, permanent record of play.
- Is not a pull-tab dispensing device.
- Can be used by players who are visually impaired.

### **3. Eligible locations**

A lawful gambling organization that wants to offer electronic pull-tabs must sell paper pull-tabs at that location. The use of these electronic gambling devices (for bingo and pull-tabs) is limited to locations that are:

- Licensed for the on-sale or off-sale of intoxicating liquor or 3.2 malt beverages (except for general food stores or drug stores that sell alcoholic beverages).
- Bingo halls with a seating capacity of 100 or more (as determined under the local fire code).

### **4. Limitations**

The number of electronic gambling devices allowed is based on the size of the premises and the location’s capacity as determined by the fire code. The lawful gambling organization is limited to having no more than:

- Six devices in play at locations with 200 seats or less.
- Twelve devices in play for locations with 201 seats or more.
- Fifty devices in play for locations where bingo is the primary business.

## RELEVANT LINKS:

*"Frequently Asked Questions Regarding Electronic Pull-Tab Games and Game Systems and Electronic Linked Bingo,"* Gambling Control Board, May, 2012.

Minn. Stat. § 349.12, subd. 28.

Minn. Stat. § 349.12, subd. 16a.  
Minn. R. 7861.0210, subp. 45.  
Minn. R. 7861.0210, subp. 50.

Minn. R. 7861.0210, subp. 39.

IRS – Charities and other Nonprofits.

Minn. Stat. ch. 317A.

Minnesota Secretary of State.

Minn. R. 7861.0220.  
Gambling Control Board.  
Minn. Stat. § 349.16, subd. 2.

See Section V – C –  
*Gambling managers.*

Minn. Stat. § 424A.001, subd. 4.  
LMC information memo,  
*Raise Funds, Not Red Flags.*

State law allows for electronic devices that can be used for both pull-tab and linked bingo games, although the limitations would still apply. For example, an organization operating at a location with 200 seats or less could have 12 “combo” devices, but at any given time, only six could be “in play” for electronic pull-tabs and only six could be in play for electronic linked bingo.

### III. Eligible organizations

Lawful gambling may only be conducted by:

- Fraternal organizations.
- Religious organizations.
- Veterans’ organizations.
- “Other” nonprofit organizations.

For the purpose of lawful gambling eligibility, “other” nonprofit organizations meet at least one of the following criteria:

- Have a current letter of tax exemption from the Internal Revenue Service (IRS).
- Are incorporated as nonprofit corporations and registered with the Minnesota secretary of state.
- Are affiliates, subordinates, or chapters of a statewide parent organization that qualifies as a nonprofit.

Otherwise eligible organizations may not conduct lawful gambling without first obtaining a license from the state of Minnesota through the Gambling Control Board (Board). To qualify, an organization must:

- Have at least 15 active members at the time of its initial license application and at least 13 members eligible to vote on gambling matters thereafter.
- Have been in existence for the most recent three years preceding application.
- Identify a qualified gambling manager.
- Not exist for the sole purpose of conducting gambling.

Qualified organizations include American Legions, Veterans of Foreign Wars, Moose Lodges, local athletic associations, and churches.

Cities are not eligible organizations. As a result, neither a city nor any city department may conduct lawful gambling. However, while a city fire department is ineligible, a fire relief association may conduct lawful gambling because it is a separately incorporated nonprofit organization within the meaning of the law.

## RELEVANT LINKS:

Minn. Stat. § 349.15.

Minn. Stat. § 349.12, subd. 3a.  
Gambling Control Board,  
Lawful Gambling Manual,  
Chapter 12: Allowable  
Expenses.

Minn. Stat. § 349.15, subd. 1.

Minn. Stat. § 349.15, subd. 1.

Minn. Stat. § 349.15, subd. 1.

## IV. Revenues and expenditures

Organizations conduct lawful gambling to raise money, but are not free to spend it any way they please. Lawful gambling proceeds may only be used for allowable expenses or lawful purposes.

### A. Allowable expenses

Allowable expenses include purchases of goods, services, or other items directly related to the conduct of lawful gambling. Advertising expenditures are also allowable expenses, provided the advertisement only publicizes the conduct of lawful gambling by the organization, and lawful gambling profits do not pay for any non-lawful gambling-related content.

Licensed organizations obtain a rating from the Board based on a comparison between annual lawful purpose expenditures and available profits for the same 12-month period. An organization that expends:

- Fifty percent or more of gross profits on lawful purposes will receive a five-star rating.
- More than 40 percent but less than 50 percent of gross profits on lawful purposes will receive a four-star rating.
- More than 30 percent but less than 40 percent of gross profits on lawful purposes will receive a three-star rating.
- More than 20 percent but less than 30 percent of gross profits on lawful purposes will receive a two-star rating.
- Less than 20 percent of gross profits on lawful purposes will receive a one-star rating.

Any organization that fails to obtain at least a three-star rating (or a two-star rating if the organization conducts lawful gambling in a location where the primary business is bingo) will be automatically placed on probation for one year. If the organization is unable to raise its rating after the probationary term, the Board may suspend the organization's license or impose a civil penalty.

When determining the appropriate punishment, the Board will consider any "unique factors or extraordinary circumstances" that caused an organization to not meet the minimum rate of profitability, including but not limited to:

- The purchase of capital assets necessary to conduct lawful gambling.
- Construction that impaired access to gambling premises.
- Flooding, tornadoes, or other catastrophes that had a direct impact on the gambling operations.

**RELEVANT LINKS:**

Minn. Stat. § 349.151, subd.  
4, Minn. Stat. § 349.15.

Minn. Stat. § 349.12, subd.  
25.

Minn. Stat. § 349.154.

Although there are limitations on the penalties the Board may normally impose, civil penalties for violating the expense limitation may be up to \$10,000.

**B. Lawful purposes**

Lawful purposes for which profits from lawful gambling may be expended include:

- Contributions to nonprofit or festival organizations.
- Contributions to individuals or families suffering from poverty, homelessness, or disability.
- Contributions to programs recognized by the Department of Human Services for the education, prevention, or treatment of problem gambling.
- Contributions to or expenditures on registered or accredited public or private nonprofit educational institutions.
- Contributions to an individual, public or private nonprofit educational institution registered with or accredited by this state or any other state, or to a scholarship fund of a nonprofit whose primary mission is to award scholarships, for defraying the cost of education to individuals where the funds are awarded through an open and fair selection process.
- Contributions funding activities by an organization or government entity that recognizes military service to the United States, the state of Minnesota, or a community.
- Contributions for recreational, community, and athletic facilities and activities intended primarily for persons under age 21, provided that such facilities and activities do not discriminate on the basis of gender, and the organization complies with other statutory requirements.
- Payment of federal, state, and local taxes.
- Contributions to the United States, the state of Minnesota, or any political subdivision, or any agency or any subdivision thereof, other than a direct contribution to a law enforcement or prosecutorial agency.
- Contributions to or expenditures on projects approved by the commissioner of Natural Resources for wildlife management projects that benefit the public at large, grant-in-aid (or other trail) maintenance and grooming, and supplies and training for safety training and education programs coordinated by the Department of Natural Resources.
- Nutritional programs, food shelves, and congregate dining rooms primarily for persons who are age 62 or older or disabled.
- Contributions to a community arts organization, or an expenditure to sponsor arts programs in the community, including but not limited to visual, literary, performing, or musical arts.

**RELEVANT LINKS:**

Minn. Stat. § 349.12, subd. 25 (c).  
Minn. Stat. § 471.6151.

Gambling Control Board,  
Lawful Gambling Manual,  
Chapter 13: Lawful Purpose  
Expenditures.

Minn. Stat. § 349.151.  
Minn. R. ch. 7861.  
Gambling Control Board.

Minn. Stat. § 349.16.  
Minn. Stat. § 349.155.  
New Organization License  
Application.

Minn. Stat. § 349.16.  
Minn. R. 7861.0220.  
Gambling Control Board,  
Lawful Gambling Manual,  
Chapter 1: Organization  
License.

Minn. Stat. § 349.16, subd. 3a.

Minn. Stat. § 349.167.

Minn. Stat. § 349.19.

- Contributions to honor an individual’s humanitarian service as demonstrated through philanthropy or volunteerism to the United States, the state of Minnesota, or a local community.

Lawful gambling profits may not be used for the purpose of influencing the nomination or election of a candidate for public office, promoting or defeating a ballot question, or for influencing the governmental decision-making process. Organizations may not make a contribution to a city with the knowledge that the city intends to use the contribution for a pension or retirement fund, nor may cities use any contributions derived from lawful gambling for the benefit of a pension or retirement fund. While an organization can make contributions to a 501(c)(3) or other entity, it may not if the purpose (or effect) will be noncompliance with lawful purpose restrictions or requirements.

## V. State regulation

The Board has the authority to make rules and regulate lawful gambling to ensure it is conducted in the public’s interest. It issues organization licenses, premises permits, and gambling manager licenses. The Board has the authority to suspend or revoke licenses and permits and may impose civil penalties up to \$1,000 for each violation of the state’s gambling laws or rules.

### A. Organization licenses

Organizations must be licensed by the Board to conduct most types of lawful gambling. An organization desiring a gambling license must obtain an application from the Board. If the application complies with all legal requirements, the Board will grant the license.

Licenses issued are perpetual and valid unless suspended or revoked by the Board, terminated by the organization, or if the license lapses. A licensed organization must notify the Board within 10 days when any changes in the application information occur. The license, when issued, is not transferable from one organization to another.

A license will be considered to have lapsed if the organization does any of the following:

- Failed to conduct and report any gambling sales activity within seven months from the date of the last gambling activity.
- Failed to have a gambling manager as required.
- Failed to pay annual license and permit fees.
- Surrenders, withdraws, or otherwise terminates the license, and files a termination plan.

## RELEVANT LINKS:

Minn. Stat. § 349.16, subd. 3a.

Minn. Stat. § 349.155.

Minn. Stat. § 349.19.

Minn. Stat. § 349.151, subd. 4.

Minn. Stat. § 349.151, subd. 7.

Minn. Stat. § 349.1641.

Minn. Stat. § 349.16, subd. 6.

Minn. Stat. § 349.16, subd. 6a.

Minnesota Revenue Lawful Gambling Monthly Tax.

Minn. Stat. § 349.165.  
Minn. R. 7861.0240.

Gambling Control Board  
Lawful Gambling Manual,  
Chapter 3: Premises Permits  
and Leases.

Minn. Stat. § 349.213.  
*In re Dead Broke Saddle  
Club*, No. A03-306 (Minn.  
Ct. App. Jan. 13, 2004)  
(unpublished opinion).

Minn. Stat. § 349.165.

Minn. Stat. § 349.167.  
Minn. R. 7861.0230.

Gambling Control Board,  
Lawful Gambling Manual,  
Chapter 2: Gambling  
Manager License.

When a license is determined to have lapsed, the Board may take one of the following actions:

- Conduct a contested case hearing to revoke or suspend a license.
- Require the organization to file a termination plan.
- Enter a revocation order as of the date the license was considered lapsed.
- Impose a civil penalty.
- Order a corrective action.
- Summarily suspend the license.

There is an annual fee of \$350 for an organization's license. Organizations that expect to receive less than \$100,000 in gross annual receipts may request a waiver of the organization license fees.

An organization must also report and pay to the commissioner of Revenue a monthly regulatory fee of 0.1 percent of the monthly gross receipts from lawful gambling conducted each month. Failing to pay the monthly regulatory fees in a timely manner may result in disciplinary action.

## B. Premises permits

An organization applying for a gambling license must also apply for a premises permit to conduct lawful gambling at any specific location. The Board will not grant a license to an organization that has not applied for at least one premises permit. Because premises permits are location-specific, licensed organizations that want to conduct lawful gambling at multiple locations must first obtain a separate premises permit for each place before lawful gambling can occur.

The Board may not issue a premises permit unless the organization submits with its application a resolution from the city council approving the permit. The resolution must have been adopted within 90 days of the date of the application for the new permit.

Premises permit fees are \$150 per year. The premises permit(s) runs concurrently with the organization's license and is perpetual unless revoked or suspended by the Board, or terminated by the organization.

## C. Gambling managers

The Board will not grant a license unless the applying organization has identified a gambling manager who will be licensed by the Board at the time the organization receives its license. All lawful gambling conducted by a licensed organization must be conducted under the supervision of a licensed gambling manager, someone who has passed the Board's gambling manager examination and receives continuing education training at least once during each calendar year.

**RELEVANT LINKS:**

Minn. Stat. § 349.167, subd. 2.

Minn. Stat. § 349.167, Gambling Manager Application.

Minn. Stat. § 349.165, subd. 5. Application to Conduct Off-site Gambling.

See Section VII - E - *Investigation fees.*

Minn. Stat. § 349.166, subd. 1.

The gambling manager is responsible for ensuring that the organization conducts lawful gambling in compliance with all applicable laws and administrative rules. The gambling manager is also responsible for all receipts derived from lawful gambling.

Upon the death, disability, or termination of the gambling manager, an organization must:

- Contact the Board within one business day and establish a plan to replace the gambling manager.
- Submit a complete application and fee within four business days.

The fee for a gambling manager license is \$100. The license runs concurrent with the organization license unless the gambling manager's license is suspended or revoked by the Board, or terminated by the organization or gambling manager. In addition to the license, the gambling manager must maintain a dishonesty bond in the sum of \$10,000 in favor of the organization, conditioned on the faithful performance of the manager's duties.

## **D. Off-site permits**

There are limited circumstances where a licensed organization may hold lawful gambling events at a location for which it does not hold a premises permit. Subject to local approval, the Board may issue off-site permits in connection with a county fair, the state fair, a church festival, or a civil celebration. Up to four off-site events are allowed each calendar year, and each event is limited to three days. Neither the Board nor the city may charge a fee for issuing an off-site permit.

## **E. Bingo hall licenses**

A distinct bingo hall license is no longer required in the state of Minnesota.

## **VI. Exclusions and exemptions**

The state does not license all types of lawful gambling. State law provides exclusions and exemptions for some lawful gambling events. It is important for cities to know which events are excluded or exempted from state licensing because they may want to regulate these events through local permits.

### **A. Excluded gambling**

The following types of gambling are excluded from state licensing:

RELEVANT LINKS:

Minn. R. 7861.0330.  
Minn. Stat. § 349.213.  
Permit for Fundraising  
Events.

Minn. Stat. § 645.48.

See Appendix A - application  
for premises permit.  
Appendix B - resolution  
approving the permit.  
Appendix C - resolution  
denying the permit.

Minn. Stat. § 349.166, subd.  
2.

- **Bingo conducted by an organization in conjunction with a county fair, state fair, or a civic celebration for no more than 12 consecutive days.** The organization can make no more than four separate applications for activities applied for and approved per calendar year. This exclusion does not apply to linked bingo games.
- **Bingo conducted by an organization on four or fewer days in a calendar year.** This exclusion does not apply to linked bingo games.
- **Bingo conducted within a nursing home or senior citizens housing project, or by a senior citizens organization.** This exclusion applies if:
  - The prizes for a single bingo game do not exceed \$10.
  - Total prizes awarded at a single bingo occasion do not exceed \$200.
  - No more than two bingo occasions are held by the organization or at the facility each week.
  - Only members of the senior citizen organization, nursing home, or housing project are allowed to play.
  - No compensation is paid to any persons who conduct the bingo game.
  - A manager is appointed to supervise the bingo.
- **Raffles conducted by an organization that does not award raffle prizes with a total value in excess of \$1,500 in a calendar year or \$5,000 if the organization is a 501(c)(3).**

An organization that conducts the first two types of excluded bingo must register with the Board and obtain prior approval by the local governing body. Registration with the Board is not required for senior citizen or nursing home bingo, or raffles that award less than \$1,500 in a calendar year.

While the language is subject to interpretation, cities appear to have the authority to require local permits for organizations that conduct the first two types of excluded bingo and raffles with prizes under \$1,500 in a calendar year (though as previously indicated, these raffles may be conducted without registering with the Board and without prior local approval). However, the law appears to specifically prohibit cities from requiring a local permit to conduct senior citizen or nursing home bingo.

## B. Exempted gambling

Certain lawful gambling events are exempt from the state licensing requirements. Under state law, bingo (except linked bingo games), raffles, paddlewheels, tipboards, and pull-tab operations may be conducted by an organization without a license, if the following conditions are met:

- The organization conducts lawful gambling on five or fewer days in a calendar year.

**RELEVANT LINKS:**

Application for Exempt Permit.

Minn. R. 7861.0340.

Minn. Stat. § 349.213.  
See Section VII – A - *Local permits.*

Minn. Stat. § 349.213.  
*See LMC sample ordinance regulating lawful gambling.*

Minn. Stat. § 349.213.  
Minn. Stat. § 349.166.  
See Appendix A - application for premises permit.  
Appendix B - resolution approving the permit.  
Appendix C - resolution denying the permit.

Minn. Stat. § 349.16, subd. 8.

- The organization does not award more than \$50,000 in prizes for lawful gambling in a calendar year.
- The organization pays a fee of \$50 and submits a Board-prescribed application in writing not less than 30 days before each lawful gambling occasion (the fee increases to \$100 if application is postmarked or received less than 30 days before the event). The application must include the date and location of the occasion, the types of lawful gambling to be conducted, and the prizes to be awarded.
- The organization notifies the city 30 days before the lawful gambling occasion (60-day notice is required in a city of the first class).
- The organization purchases all gambling equipment and supplies from a licensed distributor.
- The organization complies with all of the Board’s reporting requirements.

The application submitted to the Board must include local government approval. A currently licensed organization may not obtain an exemption permit, but may once it is no longer licensed to perform lawful gambling.

Cities may require organizations that conduct exempted lawful gambling to obtain local permits. The fee for a local permit may not exceed \$100.

**VII. Local regulation**

While cities may not require state-licensed lawful gambling organizations to obtain local gambling licenses or permits, state law does provide cities the authority to regulate lawful gambling. Cities may adopt gambling regulations that are more stringent than state law or prohibit lawful gambling altogether. A city could restrict the conduct of lawful gambling to certain hours or certain days of the week. A city could prohibit licensed organizations from employing non-members and limit the prizes to be awarded.

Cities are specifically authorized to:

- Require a local permit for the conduct of gambling exempt from state licensing requirements.
- Require organizations to make specific expenditures of up to 10 percent of the net profit from lawful gambling.
- Require organizations to contribute 10 percent of the net profit from lawful gambling to a fund administered by the city.
- Require an organization to expend all or a portion of its expenditures within the cities trade area.
- Charge an investigation fee or impose a gambling tax.

## RELEVANT LINKS:

Minn. Stat. § 349.213, subd. 1(h).

Minn. Stat. § 349.213, subd. 1(b).  
Section VI – *Exclusions and exemptions.*

Minn. Stat. § 349.213, subd. 1(d).

U.S. Const. amend. I.  
*NAACP v. Alabama*, 357 U.S. 449, 78 S.Ct. 1163 (1958).  
*Wooley v. Maynard*, 430 U.S. 705, 97 S.Ct. 1428 (1977).

*Int'l Ass'n of Machinists v. Street*, 367 U.S. 740, 81 S.Ct. 1784 (1961).

Minn. Stat. § 349.213, subd. 1(f).

Annual Report -10% Lawful Gambling Contribution Fund.

See *LMC sample ordinance regulating lawful gambling.*

A more stringent regulation or prohibition must apply equally to all forms of gambling within the jurisdiction, with one exception: paddlewheels. A city may exclusively prohibit the use of paddlewheels within its jurisdiction.

### A. Local permits

Cities may require a local permit for the conduct of lawful gambling exempt from state licensing requirements. The fee for a local permit may not exceed \$100.

### B. Specific expenditures

Cities may require organizations to make specific expenditures of up to 10 percent of net profits derived from lawful gambling, but must be careful when enacting such a regulation. Requiring specific expenditures may violate the U.S. Constitution, particularly when the city designates too specific a cause, and approval of a gambling license or permit is conditional on the organization abiding by the regulation.

The First Amendment prohibits any level of government from making laws that abridge the freedom of speech or the right of people to peaceably assemble. The Supreme Court has held that the First Amendment implies that people shall have a right to freedom of association. The First Amendment also provides some protections from compelled association (requiring an individual to support ideals or beliefs with which he or she disagrees).

Compelling an individual to support an organization or cause that he or she does not agree with is an infringement of that person's First Amendment rights. It is improper for a city to condition the granting of a benefit (approval of a lawful gambling operation) on the recipient's relinquishment of a constitutional right (freedom of association). Therefore, a municipal regulation that places a condition for the approval of a gambling license on the organization contributing to a cause it may not support is subject to challenge on constitutional grounds. Cities should use caution and work with their city attorney before requiring specific expenditures from gambling organizations.

### C. City-administered funds

A city may accept donations from a gambling organization, but may not require a donation as a condition of license approval or permit issuance. A city can by ordinance require organizations to contribute up to 10 percent per year of their net profits derived from lawful gambling to a fund administered by the city. A report must be submitted to the Board by March 15 of each year.

**RELEVANT LINKS:**

Minn. Stat. § 349.12, subd. 7a.

Minn. Stat. § 349.12, subd. 25(10).

Minn. Stat. § 349.213, subd. 1(g).

See *LMC sample ordinance regulating lawful gambling.*

Minn. Stat. § 349.16, subd. 8.

Minn. Stat. § 349.213, subd. 3.

Minn. Stat. § 297E.02.  
Minn. Stat. § 349.213, subd. 3.

Lawful Gambling Regulatory Tax Annual Report.

The city may only disburse the funds for charitable contributions. Therefore, although a city may not require direct payments from a gambling organization to any city department, a city can establish a fund and disburse the proceeds of that fund to a city department for lawful purposes, such as a city park system. No direct contributions or payments of gambling money may be made to a law enforcement or prosecutorial agency.

**D. Trade areas**

A city may by ordinance require those organizations conducting lawful gambling within its jurisdiction to expend all or a portion of their expenditures on lawful purposes conducted or located within a city’s trade area. The ordinance must define the trade area. A city’s trade area must include every city and township contiguous to the defining city. The ordinance must also specify the percentage of expenditures an organization must make within the trade area.

**E. Investigation fees**

A city may assess an annual investigation fee on organizations that apply for state-issued premises permits or otherwise conduct lawful gambling operations within the jurisdiction. The fee may not exceed:

- \$500 in cities of the first class.
- \$250 in cities of the second class.
- \$100 in all other cities.

Cities that charge an investigation fee may not impose a local gambling tax.

**F. Local gambling tax**

With certain exceptions, the state generally levies an 8.5 percent tax on lawful gambling. A city may impose a local gambling tax on licensed organizations of up to 3 percent per year of the gross receipts from gambling, less prizes actually paid out. The tax must only raise the revenue necessary to cover the cost of regulating lawful gambling. A city may not use these tax revenues for any other purpose. Thus, if regulating lawful gambling only costs the city an amount equal to 2.5 percent of the gambling revenues, then the city may only impose a tax of 2.5 percent, not the 3 percent maximum.

The city must file an annual report with the Board by March 15 showing the amount of revenue raised by the tax and the use of the tax proceeds. Copies of the required form are available from the Board. All documents pertaining to local site inspections, fines, penalties or other corrective actions must be shared with the Board within 30 days of filing.

**RELEVANT LINKS:**

Minn. Stat. § 349.213, subd. 3.

Minn. Stat. § 349.18.  
Minn. Stat. § 412.221.  
*Penn-O-Tex Oil Co. v. City of Minneapolis*, 207 Minn. 307, 291 N.W. 131 (1940).  
Minn. R. 7861.0240.  
Lease for Lawful Gambling Activity.

Minn. Stat. § 349.18, subd. 1.

Worksheet for Calculating Lawful Gambling Monthly Rent.

Minn. Stat. § 349.12, subd. 6a.

Minn. Stat. § 349.18, subd. 1(b)(1).

If a city imposes a gambling tax, it may not assess an investigation fee against lawful gambling organizations.

## VIII. Gambling in the municipal liquor store

Many cities lease space in the municipal liquor store to lawful gambling organizations because of the additional business and revenue gambling can draw. However, allowing gambling in the municipal liquor store raises a number of questions that should be resolved before city property is used for lawful gambling.

### A. Lease

State law generally restricts gambling to premises owned or leased by the licensed organization, although exceptions are provided for raffles and other lawful gambling that is conducted in conjunction with fairs and other civic celebrations. Cities have the authority to lease city-owned property to private parties when the property is not needed for municipal purposes. Because of the limited space required, a city may lease space in the municipal liquor store to gambling organizations. Leases must be in the form prescribed by the Board.

### B. Rent

State law regulates the rent that may be charged for a premises that is leased for lawful gambling. The lease must generally set forth all obligations between the city and the organization. Amounts paid as rent under lawful gambling leases are all-inclusive and, unless specifically and separately approved by the Board, will cover all matters such as electric, heat, and cleaning services, as well as the cost of any communications network or service required for electronic pull tabs and electronic bingo. The lease will not become effective until approved by the Board. The city should consult the city attorney before agreeing to lease space in a municipal liquor store to a gambling organization.

The regulations may be broadly separated into four classifications: booth operations, bar operations, booth and bar operations, and bingo premises.

#### 1. Booth operations

A “booth operation” is a method of selling and redeeming disposable gambling equipment by an employee of a licensed organization on the premises that the lawful gambling organization leases or owns. Monthly rent for a booth operation may not exceed 10 percent of gross profits for that month. However, the maximum combined rent for all organizations conducting lawful gambling on the premises may not exceed \$1,750 per month.

## RELEVANT LINKS:

Minn. Stat. § 349.12, subd. 3b.  
Minn. Stat. § 349.18, subd. 1(b)(2).

Minn. Stat. § 349.18, subd. 1(b)(3).

Minn. Stat. § 349.18, subd. 1(b)(4).

Minn. Stat. § 349.18, subd. 1(b)(5).

## 2. Bar operations

A “bar operation” is a method of selling and redeeming disposable gambling equipment by an employee of the lessor within a leased premises which is licensed for the on-sale of alcoholic beverages. Monthly rent may not exceed:

- Fifteen percent of the gross profit from electronic pull-tabs and electronic bingo for that month.
- More than 20 percent of gross profits from all other forms of lawful gambling.

## 3. Booth and bar operations

For electronic linked bingo and electronic pull-tabs that are operated for separate time periods within a business day by a nonprofit organization and the lessor, monthly rent may be no more than:

- Fifteen percent of the monthly gross profits for the time periods operated by the lessor (the lessor is also responsible for any cash shortages that occur during these periods of operation).
- Ten percent of the monthly gross profits for the time periods operated by the lawful gambling organization (the lawful gambling organization is responsible for cash shortages during these periods of operation).

## 4. Bingo

Rent paid by an organization for premises leased primarily for the conduct of bingo is restricted to either one of the following:

- Not more than 10 percent of the monthly gross profit from all lawful gambling activities held during bingo occasions.
- At a rate based on a cost per square foot for leased space as approved by the director of the Gambling Control Board.

No rent may be charged for “bar” bingo.

## C. City employees

Organizations that conduct lawful gambling may request that city employees sell pull-tabs from behind the bar at a municipal liquor store. This arrangement may benefit both the organization and the municipality. However, whether city employees can lawfully participate in such activity is open to debate.

**RELEVANT LINKS:**

Minn. Stat. § 340A.601.

A.G. Op. 218-R (Sept. 26, 1978).

Minn. Stat. § 349.18.

LMC information memo,  
*Public Purpose Expenditures.*

Minn. Stat. § 349.168.

Minn. Stat. § 349.168, subd. 8(e).

Minn. Stat. § 609.761, subd. 5.

The case can certainly be made that municipal liquor store employees can sell pull-tabs from behind the bar. State law allows on-sale municipal liquor stores to sell any item that may lawfully be sold at an establishment with an on-sale liquor license. In a 1978 opinion, the attorney general indicated a city may operate a liquor store in the same manner as a private proprietor. Since employees of licensed, private on-sale liquor stores may sell pull-tabs from behind the bar, the argument can be made that city employees are also authorized to sell pull-tabs from behind the bar.

The League of Minnesota Cities does not recommend allowing city liquor store employees to sell pull-tabs. The city pays these employees and provides for other employment-related costs, such as workers' compensation. If city employees sell pull-tabs, they devote city-paid time to the benefit of a private organization and may be violating the constitutional requirement that all city expenditures be for a public purpose. Cities should consult their city attorneys before authorizing municipal liquor store employees to sell pull-tabs.

If the gambling organization compensates the employees, those individuals must register on a form prescribed by the Board. Registered employees must wear an identification card whenever they conduct lawful gambling for compensation.

An organization that leases a premises for lawful gambling may not pay compensation to the lessor, a member of the lessor's immediate family, or to the lessor's employees other than as a seller of pull-tabs and tipboards within a booth operation on the premises.

**IX. High school raffles**

School districts, or nonprofit organizations created primarily to support the programs of a school district, may conduct raffles if:

- Raffle tickets are sold and a drawing is conducted only at a high school event sponsored by the school district.
- All raffle tickets are sold for the same price.
- Raffle tickets are sold only to people 18 years of age or older attending the event.
- The drawing is held during or immediately after the conclusion of the event.
- Half the gross receipts from the sale of tickets are awarded as prizes for the raffle, and the remaining half may only be used to defray the school district's costs of sending event participants to high school activities held at other locations.

**RELEVANT LINKS:**

Minn. Stat. § 609.761, subd. 5(5).

If a school district’s (or nonprofit’s) gross receipts from the conduct of raffles exceeds \$12,000 in a calendar year or \$5,000 in a single raffle, it must report the gross receipts received, the total expenses, total prizes, and an accounting of expenditures to the Board annually.

Because high school raffles are outside the lawful gambling chapter, and state law dedicates all of the receipts to specific purposes, cities probably do not have authority to regulate these activities. Cities that wish to regulate gambling conducted at high school events should consult their city attorney.

Minn. Stat. § 340A.707.

**X. Liquor raffles**

A nonprofit organization conducting a silent auction, raffle, or other fundraising event may conduct live, on-premises auctions or raffles of wine, beer, or intoxicating liquors—provided that the funds from the auction or raffle are dedicated to the charitable purposes of the nonprofit organization, that such auctions or raffles are limited to not more than six occasions per year, and that the alcohol may only be auctioned or raffled to persons who demonstrate they are 21 years of age or older and do not show signs of obvious intoxication.

An organization that intends to award a liquor prize as part of a raffle must qualify as a nonprofit under Minnesota Statutes and Rules, and would be subject to the same local and state regulations as any other raffle. Cities with questions concerning their role regulating these events should consult their city attorney or the state Alcohol and Gambling Enforcement Division.

**XI. Enforcement**

Lawful gambling benefits cities by providing entertainment for citizens and raising revenues to support worthy purposes. However, because of the large sums of money involved in lawful gambling, there is great potential for unlawful activity. Illegal gambling activity could result in loss of faith in the integrity of lawful gambling, defrauded citizens and organizations, and even organized crime. Cities must work with lawful gambling organizations and state agencies to ensure lawful gambling continues to have a positive impact upon the community.

Gambling Control Board.

The Legislature created the Gambling Control Board to maintain the integrity of lawful gambling through licensing and regulation. A city that believes an organization conducting lawful gambling is not complying with the lawful gambling laws should contact the Board for assistance.

Department of Public Safety’s Alcohol and Gambling Enforcement Division.

The Department of Public Safety’s Alcohol and Gambling Enforcement Division investigates allegations of criminal conduct related to all forms of gambling. If a city suspects that criminal gambling laws are being violated, it should contact Alcohol and Gambling Enforcement.

## Appendix A: Application for a Local Gambling Permit

Before using this sample, a city should be familiar with the contents of the League of Minnesota Cities information memo, *Lawful Gambling*, (July 2012).

When using this form as a template, insert appropriate city-specific language where indicated and remove all explanations provided for your reference.

A city wishing to use this sample should review it with the city attorney to determine if it is suited to the city's circumstances. Because this sample implicates state and federal law, the city attorney should review any modifications to ensure they conform to current law.

Additional samples may be available through the LMC Research and Information Service upon request.

### SAMPLE APPLICATION LOCAL GAMBLING PERMIT

---

City of \_\_\_\_\_  
Application for Local Gambling Permit

Date of Application: \_\_\_\_\_  
\_\_\_\_\_

Fee Paid:

#### Applicant Information

Name: \_\_\_\_\_ Title:  
\_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Organization Information**

**Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Proposed Location**

**Address:**

\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**If the Organization does not own the facility:**

**Property Owner:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**(Attach a copy of the rental or leasing arrangement to the application) (Over)**

**Name and address of any officer/person who will account for receipts, expenses, and profits for the event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of the gambling activities to be conducted (include days & hours and estimated value of prizes to be awarded):**

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**Provide any relevant information supporting the organization's exclusion or exemption from state licensing requirements and eligibility for a local gambling permit (Minn. Stat. § 349.166):**

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**I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions may result in a denial of my application. I authorize the city to investigate the information provided and contact the persons or organizations listed in this application.**

**The undersigned agrees that the gambling event will, if approved, conform to all applicable state and local regulations.**

**Applicant (please print):**

---

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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## Appendix B: Resolution Approving a Premises Permit

Before using this sample, a city should be familiar with the contents of the League of Minnesota Cities information memo, *Lawful Gambling*, (July 2012).

When using this form as a template, insert appropriate city-specific language where indicated and remove all explanations provided for your reference.

A city wishing to use this sample should review it with the city attorney to determine if it is suited to the city's circumstances. Because this sample implicates state and federal law, the city attorney should review any modifications to ensure they conform to current law.

Additional samples may be available through the LMC Research and Information Service upon request.

### SAMPLE RESOLUTION APPROVING A PREMISES PERMIT

---

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the City Council of the City of \_\_\_\_\_ allows gambling licenses to be issued within the city;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of \_\_\_\_\_ that \_\_\_(organization's name)\_\_\_ request for a premises permit at \_\_\_(address of premises)\_\_\_ hereby be approved.

Adopted this \_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
MAYOR

CITY OF \_\_\_\_\_

ATTEST \_\_\_\_\_  
CITY CLERK

## Appendix C: Resolution Denying a Premises Permit

Before using this sample, a city should be familiar with the contents of the League of Minnesota Cities information memo, *Lawful Gambling*, (July 2012).

When using this form as a template, insert appropriate city-specific language where indicated and remove all explanations provided for your reference.

A city wishing to use this sample should review it with the city attorney to determine what is best suited to the city's circumstances. Because this sample implicates state and federal law, the city attorney should review any modifications to ensure they conform to current law.

Additional samples may be available through the LMC Research and Information Service upon request.

### SAMPLE RESOLUTION DENYING A PREMISES PERMIT

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RESOLUTION NO. \_\_\_\_\_

WHEREAS, Ordinance No. \_\_\_\_ allows lawful gambling to be conducted at only one premises within the City of \_\_\_\_\_;

WHEREAS, lawful gambling would be conducted at more than one premises within the City of \_\_\_\_\_ if the Council approved \_\_\_\_ (organization's name) request for a premises permit;

*Comment: This is an example provided for illustrative purposes. A city denying a request for a premises permit should use WHEREAS clauses to list the reasons why the premises permit is being denied. Reasons for denial should be stated in the city's gambling ordinance. Cities should consult the city attorney before denying a premises permit.*

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of \_\_\_\_\_ that \_\_\_\_ (organization's name) request for a premises permit at (address of premises) hereby be denied.

Adopted this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
MAYOR

CITY OF \_\_\_\_\_

ATTEST \_\_\_\_\_  
CITY CLERK

E. I. b.

## City of Crosslake

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**From:** "Mark LaFon" <travelwithmark@yahoo.com>  
**Date:** Tuesday, September 22, 2015 12:08 PM  
**To:** <cityclerk@crosslake.net>  
**Cc:** <roetreat@crosslake.net>; <bradleybnelson@icloud.com>; <dschrupp@crosslake.net>; "Gary Heacox" <garyheacox@gmail.com>; <wessels@crosslake.net>  
**Subject:** Gambling License at Cedar Chest

Mr. Mayor, and City Council members of Crosslake,

I am writing this message because I just read that you tabled an application for a pull-tab license by the Merrifield Marathon Snowmobile Club. I am personally in favor of allowing this organization to run charitable gambling at that site for several reasons:

- They do our community at large a great service by grooming our snowmobile trails which bring a LOT of people into the Crosslake city for food, fuel, etc.
- They serve a MUCH larger group than the Hockey Association which serves only a kid hockey players.
- They and their riders can be seen very visably in the winter by noticing the snowmobiles around eating and drinking establishments all around town, as well as at the gas stations.
- They spend a LOT of money with our City's merchants, while Hockey Association funds go largely to the ice arena in Breezy point which is NOT in Crosslake

I firmly believe that they should be granted license to conduct business in Crosslake as they are not trying to replace anyone, just join in the gambling proceeds earned at the Cedar Chest and use them to support a large number of local snowmobilers with their services.

Respectfully,

Mark LaFon  
Crosslake, MN, resident

E.  
2.

## MINNESOTA • REVENUE

### Memo

**Date:** October 5, 2015  
**To:** All Assessors  
**From:** Jessi Glancey  
Information and Education Section  
**Subject:** Boards of Appeal and Equalization: Compliance Date, Certification Forms, and Online Training

### Compliance Date

February 1, 2016

All December 1 dates have been changed to February 1 for both local and county boards.

- LBAsEs must certify **in writing** to the county assessor by February 1 of the assessment year that:
  - At least **one voting member** at each board meeting has completed the appeals and equalization course within the last four years; and
  - A quorum was present at each board meeting for the previous assessment year.
- CBAEs must certify **in writing** to the Commissioner of Revenue by February 1 of the assessment year that:
  - At least **one voting member** at each board meeting has completed the appeals and equalization course within the last four years; and
  - A quorum was present at each board meeting for the previous assessment year.
- If a board lost its powers due to lack of quorum and/or training requirements, resolutions to reinstate the board and proof of compliance must also be provided to the county assessor/Commissioner of Revenue by February 1 of the assessment year to reinstate the board's powers.
- If a local board wants to transfer its powers to the county, the notification of the decision must be provided by December 1, 2015.

## Trained Member Certification Form

### Local Boards of Appeal and Equalization

Similar to previous years, the LBAE trained member certification form is required for all jurisdictions that hold a LBAE meeting in the spring. These forms must be completed and returned to the county assessor's office by February 1, 2016.

If the form is not returned by February 1, the local board of appeal powers will be transferred to the county for the current assessment year. The Property Tax Compliance Officer for your county will be reviewing the files annually to verify compliance.

### County Board of Appeal and Equalization

Similar to previous years, the CBAE trained member certification form is required for all county boards of appeal and equalization. These forms must be completed and returned to the Commissioner of Revenue by February 1, 2016.

If the form is not returned by February 1, the county board of appeal powers **will be transferred to a special board** for the assessment year.

You can find the certification forms for county and local boards of appeal and equalization on the [DOR Board of Appeal and Equalization website](#).

Property Tax Administrators

Share Text Size A A Printer

What's New Data Reporting Aids, Credits, Levies, & Budgeting Valuation & Assessment

Tax Calculation & Delinquency **Manuals & Education**

- Manuals
- Education Resources
- Courses and Training
  - Auditor/Treasurer Education
  - Board of Appeal and Equalization
  - PACE Courses
  - Tax Calculation Course
- Minnesota State Board of Assessors

[http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/Pages/Manuals-and-Education.aspx](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/Manuals-and-Education.aspx)

## Board of Appeal and Equalization Online Training

The online training was launched on July 2, 2015. The feedback has been positive and board members are utilizing the training. About 200 people registered, and just over 100 have completed the training in its entirety.

The training is available 24/7 until January 31, 2016. At midnight on February 1, 2016 the training will be disabled. At that time counties can begin to verify whether there is a trained member and set their dates and formats for the local board meetings. We will relaunch the training on July 1, 2016, with the exception of catch up training (more information below).

### How can users register?

Users can register anytime, but please note that it could take up to 7 business days before the user may access the training.

- The user must have an active email address.
- A confirmation email will be sent to the user with login information.
  - Once an email is received, the user can access the training.
  - Step-by-step instructions are provided in the email.
  - The link to register is located on the DOR website, along with helpful information.

### Online Training

The training is designed using a module format; the user will complete one module at a time.

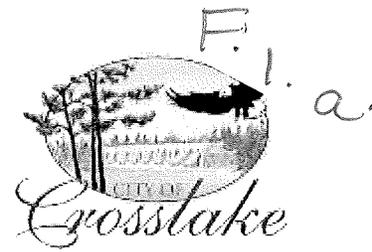
- The learner does not need to complete the entire training in one day. The system will keep track of where the learner left off the next time the learner logs in.
- Each module can take anywhere from 5-15 minutes, depending on the learner's pace.
- The entire training takes about 70-90 minutes, depending on the learner's pace.
- No special software is needed, just a browser (Internet Explorer is **highly** recommended).
- Be sure to check the Minnesota Department of Revenue's website for more information:
  - [http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/Pages/lbaetraining.aspx](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/lbaetraining.aspx)

### What if a member needs catch-up training?

The online training will **only be available March 21, 2016 through March 31, 2016** to those who have registered.

If the board loses its trained member after February 1, 2016 due to an election, resignation, etc., the board will need to have a different board member complete the training prior to the board of appeal meeting. The board member will need to register to take the training by sending an email to [proptax.bae@state.mn.us](mailto:proptax.bae@state.mn.us) by March 21, 2016. They will then be granted login information to take the training. More information regarding catch up training will be sent after the February 1 compliance date.

If you have any questions regarding these changes please contact us at [proptax.bae@state.mn.us](mailto:proptax.bae@state.mn.us).



**To:** City Council

**From:** Jon Kolstad, Land Services Specialist

**Date:** October 12, 2015

**RE:** Chapter 26, Land Use Ordinance Proposed Changes

---

A public hearing on the proposed changes to the City of Crosslake Land Use Ordinance (Chapter 26 of the City Code) was held on 9/25/2015. The following were present:

Aaron Herzog, Dave Neven, Joel Knippel, Gary Heacox, Paul Herkenhoff, Jon Kolstad, and Cheryl Stuckmayer.

Recommendations forwarded for your approval with changes in **RED** to the following Articles:

Article 11, Section 26-316  
Article 12, Section 26-345  
Article 33, Section 26-863 (3) b) and 26-863 (18)  
Article 36  
Article 43

Staff recommends approval of the changes as submitted by the Planning Commission/Board of Adjustment.

With approval the effective date of the changes will be: **10/20/2015**

Below is a summary of the process that was followed for this update of Chapter 26 Land Use:

5/22/2015 – PC/BOA initiated discussion on residential accessory structure size and setbacks.  
6/26/2015 – Staff submitted and PC/BOA reviewed proposed changes to residential accessory structures, signs and RR5 impervious limitations  
7/24/2015 – PC/BOA recommends City Council opens 30-day comment period on proposed changes  
8/10/2015 – DRAFT Ordinance to City Council for permission to open Public Comment Period  
8/18/2015 – Comment period opened, changes posted on City website  
9/17/2015 – Comment period closed (0 (zero) comments received)  
9/25/2015 – Public Hearing on Commercial Land Use changes (@ PC/BOA meeting), recommend changes for City Council approval.

F. l. a. l.

## ARTICLE 11 SHORELAND DISTRICT STANDARDS

### Sec. 26-305 Purpose and Intent

The purpose of this district is to preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, protect drinking water sources, and provide for the wise use of water and related land resources. The primary use within this district is seasonal and year-round single family residential. Compatible commercial or water-oriented commercial uses may be allowed as permitted or conditional uses.

### Sec. 26-306 Public Waters Classification System

- (1) **Lake classification system.** The Public Waters lakes of the City of Crosslake, Minnesota are hereby classified into the following categories:
  - a) **Natural environment lakes (NE).** Natural Environment lakes are generally small, often shallow lakes with limited capacities for assimilating the impacts of development and recreational use. They often have adjacent lands with substantial constraints for development such as high water tables and unsuitable soils. These lakes, particularly in rural areas, usually do not have much existing development or recreational use.
  - b) **Recreational development lakes (RD).** These lakes are generally medium-sized lakes of varying depths and shapes with a variety of landform, soil, and groundwater situations on the lands around them. At the time of the original classification, they were characterized by moderate levels of recreational use and existing development consisting mainly of seasonal and year-round residences and recreationally oriented commercial uses.
  - c) **General development lakes (GD).** These lakes are generally large, deep lakes or lakes of varying sizes and depths with high levels and mixes of existing development at the time of the original classification. These lakes often are extensively used for recreation.
- (2) **River classification system.** The Public Waters rivers of the City of Crosslake, Minnesota are hereby classified into the following categories:
  - a) **Natural Environment Rivers (NER).** This river class includes previously classified remote, forested, transitional, and tributary river segments that flow into natural environment lakes. The types and intensities of recreational uses within this class vary widely.
  - b) **General Development Rivers (GDR).** This river class includes previously classified agricultural and urban river segments and those tributary river segments that do not flow into natural environment lakes. This class has a wide variety of existing land and recreational use characteristics.
- (3) **Ox Lake Multiple Lake Classification.**
  - a) For purposes of the public waters list in Appendix A, the following described portion of the shoreline of Ox Lake in Sections 4 and 5, Township 137, Range 27, City of Crosslake, Minnesota, shall be classified as General Development: Beginning at a point on the West shore of Ox Lake where the South line of Lot 6, Block 1 in the plat of Ox Lake Crossing intersects said shoreline; thence Southerly and Easterly along said shoreline to its intersection with the Southwesterly line of Lot 22, Block 3, in the plat of Ox Lake Landings; thence continuing along said shoreline to its intersection

with the North line of Lot 13, Block 4, of the plat of Ox Lake Landings and there terminating.

- b) All other shoreline of Ox Lake, including islands, shall be classified as Natural Environment.
- (4) A complete list of Crosslake public waters is included in Appendix A of this Chapter.

## Sec. 26-307 Lot Area, Buildable Area, and Width Standards

After the effective date of this Chapter, all new lots in a Shoreland District created by plat, minor subdivision, or metes and bounds shall meet the minimum lot area, buildable area, and lot width requirements in the tables below. Only land above the ordinary high water level of public waters can be used to meet lot area and buildable area standards.

**TABLE 26-307A Lot Area, Buildable Area, and Lot Width Requirements for the Shoreland District**

LOT	SINGLE FAMILY RESIDENTIAL			DUPLEX RESIDENTIAL		
	Min. Lot Area (ft <sup>2</sup> )	Min. Lot Width	Min. Buildable Area (ft <sup>2</sup> )	Min. Lot Area (ft <sup>2</sup> )	Min. Lot Width	Min. Buildable Area (ft <sup>2</sup> )
Lake Classification						
General Development -Riparian	30,000	100	12,000	40,000	200	27,000
General Development -Non-Riparian	40,000	150	20,000	60,000	265	40,000
Recreational Development- Riparian	40,000	150	16,000	60,000	225	30,000
Recreational Development-Non-Riparian	60,000	150	25,000	80,000	265	40,000
Natural Environment-Riparian	80,000	200	40,000	120,000	400	60,000
Natural Environment-Non-Riparian	120,000	200	60,000	160,000	400	80,000
Sensitive Shoreland Districts-Riparian--all lake classes	80,000	200	40,000	120,000	300	60,000
Sensitive Shoreland Districts-Non-riparian--all lake classes	80,000	200	40,000	160,000	400	80,000

\*-- Duplex lots are not allowed within natural environment - special shallow lake shorelands.

LOT	SINGLE FAMILY RESIDENTIAL			DUPLEX RESIDENTIAL		
	Min. Lot Area (ft <sup>2</sup> )	Min. Lot Width	Min. Buildable Area (ft <sup>2</sup> )	Min. Lot Area (ft <sup>2</sup> )	Min. Lot Width	Min. Buildable Area (ft <sup>2</sup> )**
River Classification						
General Development -Riparian	30,000	100	12,000	40,000	200	20,000
General Development -Non-Riparian	40,000	150	20,000	60,000	265	30,000
Natural Environment -Riparian	80,000	200	40,000	120,000	400	60,000
Natural Environment -Non-Riparian	120,000	200	60,000	160,000	400	80,000

## Sec. 26-308 Setbacks and Placement of Structures

- (1) Structures shall meet all required setbacks.
- (2) **Measurement.** All setbacks shall be measured as the shortest horizontal distance between the structure and the feature from which the setback is required. All setbacks shall be measured to the vertical side of the structure. No part of the structure, such as eaves, can overhang or reduce such setback by more than three feet.
- (3) **Lake and River Setbacks**

**TABLE 26-308A Structure and SSTS setbacks from Public Waters in feet from the OHWL**

Class of Incentive Public Water	Conservation Development		Conservation Development Density	SSTS Setback
	Standard Setback	Structure Setback	Structure Setback	
<b>Lakes:</b>				
General Development (GD)	75	120	150	75
Recreational Development (RD)	100	160	200	
	100			
Natural Environment (NE)	150	200	250	
	150			
Sensitive Shoreland Districts (SS)-- All Lake Classes	150	200	250	150
<b>Rivers:</b>				
General Development	100	200	200	100
Natural Environment	150	200	250	150

**(4) Additional structure setbacks.** The following additional structure setbacks apply, regardless of public water classification:

**TABLE 26-308B Additional Structure Setbacks**

Setback from:	Setback (in feet)
Bluff (top, bottom or sides)	30
Significant Cultural or Historic Site	50
Unplatted Cemetery	50
City, County, State, or Federal road right-of-way	35
All Other Roads	10
Property Line	10
Publicly-owned Recreational Trail (not easements)	10
New Parking Lot (from public road right-of-way)	10
New Driveway (from side yard)	10
Subsurface Sewage Treatment System--Septic Tank (to dwelling unit)	10
Subsurface Sewage Treatment System--Drainfield (to dwelling unit)	20
Minnesota Department of Natural Resources permitted harbors	One-half (1/2) of the lake setback for the respective class of public water
Wetland	15

**(5) Riparian Commercial Lots**

- a) Commercial, industrial, public or semipublic uses on commercially zoned lots without water-oriented needs shall meet a double setback from the ordinary high water level or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf on conditions.

**(6) High Water Elevations**

- a) For lakes, rivers and streams by placing the lowest floor at a level at or above the established regulatory flood protection elevation. If no regulatory flood protection elevation is available, all structures must be elevated so that the lowest floor is three feet above the highest known water level. If highest known water level is not available, all structures must be elevated so that the lowest floor is at least three feet above the ordinary high water level (OHWL). As an alternative to elevation on fill, an accessory structure that constitutes a minimal investment and that does not exceed 576 square feet in size may be internally flood proofed in accordance with Section 26-416 (5).
- b) All buildings hereafter erected in the Floodplain shall not be constructed unless in compliance with Article 14 of this Chapter.

### **Sec. 26-309 Shoreland District Performance Standards**

- (1) The following performance standards shall be required in conjunction with the issuance of any permit in the Shoreland Protection Zone:
  - a) Analysis of existing shoreland vegetation according to the Crow Wing Shoreline Rapid Assessment Model and development of a shoreland vegetation restoration plan, if applicable, as set forth in Article 19.
  - b) Footing placement inspection, as defined in Article 43, by Department staff to verify that permit requirements and setbacks are met.
  - c) Analysis of stormwater runoff –BMP's, plan, or engineered plan according to the standards in Article 20.
  - d) Erosion and sediment control best management practices as required by the Department shall be used during and immediately after construction.
  - e) Evidence of subsurface sewage treatment system (SSTS) compliance and assessment as provided in Article 31 and Minnesota Rules Chapter 7080.0175, Subpart 2 & 3.
  - f) Calculation of total impervious coverage meeting the standards set forth in Article 20.
- (2) The following performance standards shall be required in conjunction with the issuance of any permit in the Shoreland Buffer Zone:
  - a) Analysis of stormwater runoff BMP's, according to the standards in Article 20 of this Chapter.
  - b) Evidence of subsurface sewage treatment system (SSTS) compliance and assessment as provided in Article 31 and Minnesota Rules Chapter 7080.0175, Subpart 2 & 3.
  - c) Calculation of total impervious coverage meeting the standards set forth in Article 20.

### **Sec. 26-310 Height of Structures**

Unless otherwise specified, structures in the shoreland district shall not exceed 35 feet in height.

### **Sec. 26-311 Decks**

Construction of new decks or replacement of existing decks shall require permits and comply with the following standards:

- (1) Decks adjacent to dwellings shall meet structure setbacks in Tables 26-308 A & B of this Article except as provided under Minnesota Rules Chapter 6120.3300 Subpart 3 J.
- (2) A 4 foot walkway, for access purposes, may be added without a variance lakeward and located closer than the required structure setback from the ordinary high water level. A

permit shall not be necessary for a 4 foot walkway. A walkway shall be no wider than the existing structure.

- (3) Deck construction shall comply with all provisions of Articles 20 and 21 of this Chapter
- (4) Decks should be constructed as to be pervious, allowing water to reach a pervious surface below the deck. Decks not meeting this requirement shall be considered impervious surfaces.

### **Sec. 26-312 Patios**

Patios placed within the structure setback require a shoreland alteration permit.

- (1) Patios within the structure setback shall comply with the following standards:
  - a) Not be located in shore impact zone 1 except as a water-oriented accessory structure according to Section 26-317;
  - b) Be free standing;
  - c) Have no railings;
  - d) Be a maximum of 250 square feet in size and allow up to 400 sq ft with an approved and implemented Stormwater Management Plan according to Article 20 of this ordinance;
  - e) Not be more than one foot below or above natural ground level; and;
  - f) Construction complies with all provisions of Articles 20 and 21 of this Chapter;
  - g) The maximum impervious surface limits for the lot shall not be exceeded.
- (2) Patios are allowed behind the structure setback without a permit provided that all setbacks are met and the property does not exceed the maximum allowable impervious surface standards.

### **Sec. 26-313 Stairways, Lifts, and Landings**

Stairways, lifts and landings for public water access shall require shoreland alteration permits, meet side yard setbacks and comply with the following standards:

- (1) **Preferred to topographic changes.** Stairways and lifts are the preferred alternative to major topographic alterations for achieving access up and down bluffs and steep slopes to shore areas.
- (2) **Maximum width.** Stairways and lifts shall not exceed four feet in width on residential lots. Up to eight foot wide stairways may be permitted on water-oriented commercial lots.
- (3) Construction complies with all provisions of Articles 20 and 21 of this Chapter
- (4) The maximum impervious surface limits for the lot shall not be exceeded.
- (5) **Landings.** Landings for stairways and lifts on residential lots must not exceed 32 square feet in area and be integral to the function of the stairway and not constitute a deck. Landings for stairways and lifts on water-oriented commercial lots must not exceed 64 square feet in area and be integral to the function of the stairway and not constitute a deck.
- (6) **Roofs.** Canopies or roofs are not allowed on stairways, lifts or landings.
- (7) **Design.** Stairways, lifts and landings may be either constructed above the ground on posts or pilings or placed into the ground, provided they are designed and built in a manner that ensures control of soil erosion.
- (8) **Location.** Stairways, lifts and landings must be located in the most visually inconspicuous portions of lots, as viewed from the surface of the public water assuming summer, leaf-on conditions.
- (9) Facilities such as ramps or mobility paths for handicapped access to shoreline areas may be allowed, provided that:

- a) The Department determines that there is no other reasonable way to achieve access, and;
- b) The dimensional and performance standards of this section are met, and;
- c) The requirements of Minnesota Rules, Chapters 1307 and 134 are met.

### **Sec. 26-314 Auxiliary Cottage/Auxiliary Quarter**

An **auxiliary** cottage or **auxiliary** quarter may be permitted on a residential lot in the Shoreland District and shall comply with the following standards:

- (1) All required setbacks are met.
- (2) The maximum impervious surface limits for the lot shall not be exceeded.
- (3) The maximum building footprint for an auxiliary cottage does not exceed 700 square feet.
- (4) The building footprint for an accessory structure containing an auxiliary quarter is limited by #2 of this Section. The livable area shall not exceed 700 square feet.
- (5) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
- (6) An auxiliary cottage does not exceed 15 feet in building height.
- (7) An auxiliary quarter does not exceed 30 feet in building height.
- (8) It is located or designed to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer leaf-on conditions.
- (9) Analysis of existing shoreland vegetation according to the Crosslake Shoreline Rapid Assessment Model and development of a shoreland vegetation restoration plan, if applicable, as set forth in Article 19.
- (10) Only one auxiliary cottage or auxiliary quarter is allowed on a lot.

### **Sec. 26-315 Duplex Dwellings**

A duplex dwelling may be permitted on a residential lot in the Shoreland District provided it meets the following standards:

- (1) The lot meets the duplex lot standards in Table 26-307A.
- (2) Each building shall have a conforming sewage treatment and water systems.
- (3) For riparian lots, watercraft docking facilities shall be centralized in one location and serve both dwelling units in the building.
- (4) The maximum impervious surface limits for the lot are not exceeded.
- (5) Construction complies with all provisions of Articles 20 and 21 of this Chapter.

### ~~**Sec. 26-316 Accessory Structures--Residential**~~

- ~~(1) The total cumulative area that all residential accessory structures may occupy on a lot shall be subject to the impervious coverage limits found in Article 20 of this Chapter.~~
- ~~(2) A permit shall not be required for up to two accessory structures totaling no more than 160 square feet.~~
- ~~(3) No accessory structure shall be used for human habitation except to allow for a permitted auxiliary quarter.~~
- ~~(4) All setback and building height requirements shall be met.~~
- ~~(5) Construction complies with all provisions of Articles 20 and 21 of this Chapter.~~
- ~~(6) Semi-trailers, cargo containers, railroad cars, manufactured houses, or similar structures shall not be used for storage.~~

## Sec. 26-317 Water-oriented Accessory Structures

- (1) **Water-Oriented Accessory Structures on Waterfront Commercial Lots.** One water oriented accessory structure not meeting the structure setbacks in Table 26-308A of this Article may be placed with a permit on a waterfront commercial lot provided the following standards are met:
- a) The structure or facility shall not exceed 15 feet in height and cannot occupy an area greater than 250 square feet;
  - b) The minimum setback of the structure or facility from the OHWL level shall be 20 feet, and/or 10 feet from a DNR permitted harbor;
  - c) The structure or facility is treated to reduce visibility as viewed from Public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer, leaf-on conditions;
  - d) The structure shall not be used for human habitation.
  - e) The structure shall not be located within a bluff impact zone.
  - f) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
  - g) The maximum impervious surface limits for the lot are not exceeded.
- (2) **Water-Oriented Accessory Structures on Riparian Residential Lots.** One water oriented accessory structure not meeting the structure setbacks in Table 26-308A of this Chapter may be placed with a shoreland alteration permit on a riparian residential lot provided the following standards are met:
- a) The structure or facility must not exceed 12 feet in height and cannot occupy an area greater than 120 square feet.
  - b) The setback of the structure or facility from the ordinary high water level must be at least 20 feet.
  - c) The structure must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the Department, assuming summer, leaf-on conditions
  - d) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
  - e) The maximum impervious surface limits for the lot are not exceeded.
  - f) The structure shall not be located within a bluff impact zone.
  - g) The structure shall not be used for human habitation.
  - h) The structure shall not include bathroom facilities.
- (3) **Boathouses**
- a) New boathouses and boat storage structures that do not meet the setback requirements in Tables 26-308A & 308B of this Article are prohibited.
  - b) Existing boathouses and boat storage structures may be repaired or replaced pursuant to Minn. Statutes. Chapter 462.357, subd. 1e.

## Sec. 26-318 Retaining Walls

- (1) A retaining wall may be installed with a shoreland alteration permit in shore impact zones 1 or 2 provided the following standards are met:
- a) The Department determines that there is no other alternative to control erosion.
  - b) No tier of the retaining wall shall exceed four feet in height without a plan signed by a Minnesota-licensed professional engineer.
  - c) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
- (2) A retaining wall may be installed without a permit behind the structure setback provided that:

- a) It does not significantly alter the character of the property or does not create runoff or erosion problems.
- b) Construction complies with all provisions of Articles 20 and 21 of this Chapter.

### **Sec. 26-319 Boardwalks**

A boardwalk used for lake access over wetlands within the structure setback area shall require a shoreland alteration permit and meet the following standards:

- (1) Shall not exceed six feet in width on residential properties or eight feet for water-oriented commercial properties;
- (2) May be placed on temporary or permanent supports;
- (3) May have railings attached;
- (4) Shall meet property line setbacks.

### **Sec. 26-320 Watercraft Access Ramps**

Watercraft access ramps, approach roads, and access related parking areas require shoreland alteration permits and shall comply with the following standards:

- (1) Are permitted for private residential lots only on lakes without Public Accesses.
- (2) May be permitted for Conservation Development lake access, if authorized, or water-oriented commercial uses on any lake classified General Development or Recreational Development.
- (3) Shall only consist of pervious surfaces in shore impact zone 1.
- (4) Shall not exceed 15 feet in width from the lake to the structure setback line.
- (5) Shall not include filling of wetlands.
- (6) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
- (7) The maximum impervious surface limits for the lot are not exceeded.

### **Sec. 26-321 Controlled and Alternative Access Lots**

- (1) Controlled access lots, or any lot, tract, or parcel of land, however designated or described, intended to be used to provide accesses to public waters for owners of non-riparian lots within new subdivisions or plats, are prohibited.
- (2) Alternative access lots, or parcels of land that provide access to public waters for owners of riparian lots within subdivisions, shall be used where the Planning Commission/Board of Adjustment determines that direct riparian access is not feasible due to the presence of protected vegetation, wetlands, or other critical fish or wildlife habitat.

### **Sec. 26-322 Temporary Structures in the Shoreland District**

- (1) A maximum of two temporary structures at one time may be allowed without a permit for no more than 14 total days within a year provided there is a principal structure on the property and the criteria specified in subsection (4) of this section are met.
- (2) Temporary structures such as travel trailers/travel vehicles, etc. are allowed to be stored on a property with a principal structure provided the temporary structure is licensed. The temporary structure is not to be used as a dwelling for more than 14 continuous days within a year. The temporary structure must be highway ready, meaning on wheels or the internal jacking system, must not be attached to the on-site sewage treatment system, and can only be attached to the site by quick disconnect type utilities commonly

used in campgrounds and trailer parks. The temporary structure cannot have any type of structural additions, including, but not limited to, decks, patios and screened porches.

- (3) A permit for a one-time two-year period is authorized to store one temporary structure on a property without a principal structure. The temporary structure can be used as a dwelling for more than 14 continuous days per year provided all criteria specified in subsection (4) of this section are met.
- (4) Minimum facilities for camping under a temporary structure permit shall include a fire pit (meeting DNR requirements), a method for the storage and/or treatment and disposal of sewage (meeting MPCA chapter 7080 standards), and provisions for solid waste; all recreational vehicles or other camping units shall be completely removed from the property after use during the allowed time limit, and no accessory structures shall be constructed or placed without a permit. All temporary structures shall meet all required structural setbacks.

### **Sec. 26-323 Use of Fertilizer**

All application of fertilizer containing phosphorus within the shoreland zone shall be done pursuant to Minnesota Statutes, Chapter 18C.60.

### **Secs. 26-324—26-343 Reserved**

F.1.a.2.

## ARTICLE 12 RURAL RESIDENTIAL DISTRICT STANDARDS

### Sec. 26-344 Purpose

The purpose of this district is to establish and maintain a low density residential district with 5 acre minimum lot sizes outside the shoreland zone, preserving the character of the city and providing a rural single family setting with limited agriculture/forestry uses. The primary use within this district is single family residential and agriculture/forestry. Compatible commercial uses may be allowed as conditional uses.

### Sec. 26-345 Rural Residential Density and Dimensional Standards

All lots, structures, and uses in the Rural Residential District shall meet the following density and dimensional requirements:

Minimum Lot Area	Minimum Lot Width	Structure Lot Line Setbacks	Public Right of Way Frontage	Road Right – of-Way Setback	Maximum Impervious Coverage	Structure Height
5 acres	300'	10'	33'	35'	<del>15</del> 25%	35'

### Sec. 26-346 Rural Residential Performance Standards

The following performance standards shall apply in the Rural Residential District. Other general standards also apply:

- (1) The Best Management Practices for Minnesota for Agriculture and Water Quality, Minnesota Pollution Control Agency, shall hereby be adopted as a reference for agriculture areas.
- (2) The Best Management Practices in Minnesota for Water Quality in Forest Management, Minnesota Department of Natural Resources, shall hereby be adopted as a reference for timber management.
- (3) **Auxiliary Cottage/Auxiliary Quarters**
  - a) It meets all required setbacks.
  - b) The maximum impervious surface limits for the lot shall not be exceeded.
  - c) The maximum building footprint does not exceed 900 square feet.
- (4) **Temporary structures.**
  - a) A maximum of two temporary structures at one time may be allowed without a permit for no more than 14 total days within a year provided there is a principal structure on the property and the criteria specified in subsection (4) of this section are met.
  - b) Temporary structures such as travel trailers/travel vehicles, etc. are allowed to be stored on a property with a principal structure provided the temporary structure is licensed. The temporary structure is not to be used as a dwelling for more than 14 continuous days within a year. The temporary structure must be highway ready, meaning on wheels or the internal jacking system, must not be attached to the on-site sewage treatment system, and can only be attached to the site by quick

disconnect type utilities commonly used in campgrounds and trailer parks. The temporary structure cannot have any type of structural additions, including, but not limited to, decks, patios and screened porches.

- c) A permit for a one-time two-year period is authorized to store one temporary structure on a property without a principal structure. The temporary structure can be used as a dwelling for more than 14 continuous days per year provided all criteria specified in subsection (4) d) of this section are met.
- d) Minimum facilities for camping under a temporary structure permit shall include a fire pit (meeting DNR requirements), a method for the storage and/or treatment and disposal of sewage (meeting MPCA chapter 7080 standards), and provisions for solid waste; all recreational vehicles or other camping units shall be completely removed from the property after use during the allowed time limit, and no accessory structures shall be constructed or placed without a permit. All temporary structures shall meet all required structural setbacks.

**Secs. 26-347—26-374 Reserved.**

## ARTICLE 33 SIGNS

### Sec. 26-862 Purpose and Intent

**Purpose.** The purpose of this Article is to establish reasonable regulations for the design, construction, installation and maintenance of all exterior signs in land use districts where signs are allowed in order to:

- (1) Balance the right of individuals to identify their businesses and convey messages with the community's right to restrict unregulated billboards, sign construction, or placement;
- (2) Further the objectives of the Crosslake Comprehensive Plan;
- (3) Protect the public health, safety and welfare;
- (4) Reduce traffic hazards;
- (5) Facilitate the creation of an aesthetically pleasing and harmonious community and preserve the characteristics of the commercial, rural and residential character of the community;
- (6) Protect property values; and
- (7) Promote economic development.

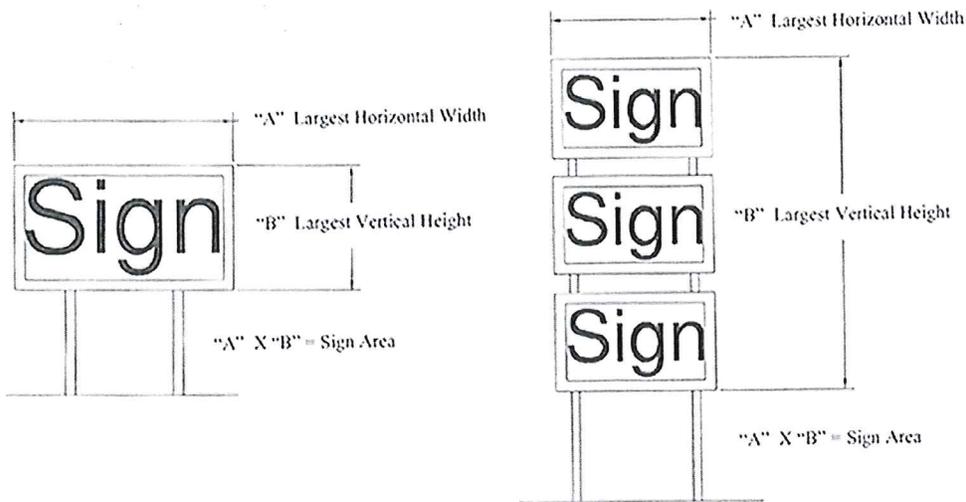
### Sec. 26-863 Administration

- (1) Permit required. With the exception of signs listed in Section 26-863 (2) below, no sign shall be erected, altered, reconstructed, maintained or moved in the city without first securing a permit from the Department.
- (2) Exemptions. The following signs shall not require a permit:
  - a) The changing of the display surface on an existing painted or printed sign.
  - b) On-premises real estate and contractor/financial/institutional signs six square feet or less in size.
  - c) Campaign signs.
  - d) Generic real estate, off-premises directional signs.
  - e) No more than two off-premises directional signs for public and non-profit organizations shall be allowed. Signs shall not exceed 2 square feet in size and shall not be illuminated.
  - f) Signs advertising the sale or lease of the real property upon which the sign is displayed.
  - g) Signs identifying the property owner and/or tenant and /or facility name located on the premises in a residential district.
  - h) Holiday decorations. Decorations or banners, and similar items used to celebrate holidays.
  - i) "Private Property" signs; "No Hunting" signs; on-site directional, regulator and parking signs; and 911 address signs, street signs, or warning signs. Such signs shall not be considered in calculating the sign area of permitted signs. No such signs shall exceed three square feet in area, and shall not exceed eight feet in height.
  - j) Historical signs. No historical signs shall exceed eight square feet in area and shall not exceed eight feet in height. No sign shall be recognized as an historical sign unless authenticated in writing from the Crosslake Area Historical Society recognizing the historical significance of the event, structure, or site being memorialized.
  - k) Garage/yard sale signs.
  - l) Two temporary signs for community events (not to exceed 30 sq ft total) which shall be removed no later than 10 days after the event.
  - m) Temporary commercial signs allowed in Section 26-865 (9) below.

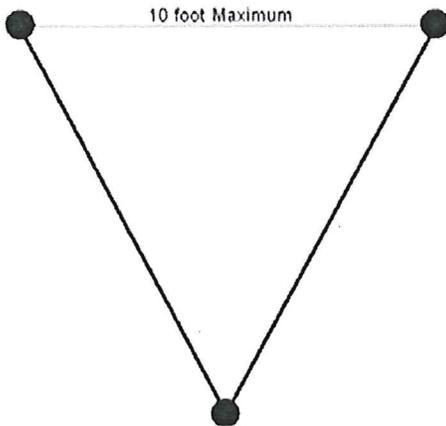
- (3) Prohibited signs. The following signs are prohibited:
- a) Any sign, signal, marking or device which is an imitation of or resembles any official traffic control device or emergency vehicle signal, or which attempts to direct the movement of traffic or which hides from view or interferes with the effectiveness of any official traffic-control device;
  - b) New commercial billboards erected after March 1 2015 except for a Multi-Business Pylon Sign pursuant to Section 26-864 (18) of this this ordinance;
  - c) Signs with flashing or blinking lights;
  - d) Moving or stationary searchlights;
  - e) All new private off-premises signs advertising a business or commercial service;
  - f) Signs painted, attached, or in any other manner affixed to trees, rocks, or similar natural surfaces, or attached to public utility poles, bridges, towers, or similar public structures;
  - g) Roof-mounted signs;
  - h) Electronic changing message signs;
  - i) Real estate directional signs that are not white with black letters reading "Property for Sale" with a black, directional arrow not to exceed a total of three square feet in size;
  - j) Notwithstanding part (2) e) above, new blue directional special service signs erected by Crow Wing County.

## Sec. 26-864 Sign Requirements

- (1) Signs, logos, or other advertising materials are permitted on awnings or canopies when they are constructed of a durable, non-glowing material. This signage or advertising material shall be included in the calculation of total sign area for wall fascia or attached signs.
- (2) Any lighting used for signs, awnings or canopies must be directed downward and the source of illumination (lenses and filaments) screened from view.
- (3) **Height.** Unless otherwise regulated within this division, no freestanding or attached sign shall be higher than 15 feet in a 39-mile-per-hour or less zone and 20 feet in a 40-mile-per-hour or higher zone, as measured from the average existing grade underneath the sign to the highest point of the sign, including all supporting members.
- (4) **Existing commercial billboards** erected on or before March 1, 2015 shall be considered legal nonconforming signs and shall be regulated pursuant to Section 26-866 of this Article.
- (5) **Freestanding signs.** Freestanding signs shall be supported by one or more columns or uprights, which are firmly embedded in the ground. Exposed guy wires, chains or other connections shall not be used to support a freestanding sign.
- (6) **Illuminated signs.**
  - a) Internally illuminated sign cabinets that allow letters and/or logos to be illuminated shall be allowed. Internally illuminated sign cabinets that allow the entire sign face to illuminate are prohibited.
  - b) The lighting for externally lit signs shall be directed downward and away from adjacent properties and public road rights-of-way. Lights used for external lighting of signs shall be shielded or screened from any roadway to prevent distraction to driver vision. The source of illumination shall not be visible.
  - c) Light emanating from a business or property shall not exceed the light maximums established in this Section 26-739, (2) of this Chapter.
- (7) **Sign area.** Sign area is the maximum area enclosed within a connected geometric shape completely enclosing all individual signs. (See diagram below.)



- (8) **Signs with two exposures.** The area of the sign will be calculated by using the area of one side of the sign; however, both sides of the sign may be used for advertising. If site conditions dictate, the Administrator may permit the area of the sign with two exposures to be on separate sign faces that must be connected at one point and not more than ten feet apart at the furthest extension in order to optimize the sign exposure. (See diagram here.)



- (9) **Wall fascia or attached signs.** Wall fascia, suspended sign or attached signs shall be firmly attached to the exterior wall of the building and shall not project more than two feet from the building, nor be higher than the eave line of the building. The sign surface shall be composed of non-glow and non-reflective materials.
- (10) **Window signs.** Interior window signs shall not be considered in computing the allowable sign size. Lighted signs are allowed.
- (11) **Real Estate signs.**
- In all land use districts, one temporarily Real Estate sign advertising sale, rental, or lease may be located on a property adjacent to a road or street. On riparian properties, one additional Real Estate sign may be located facing a lake or river.
  - Temporary on-premises Real Estate signs shall not be located on public rights-of-way, in public waters, on docks, or other structures over public waters.

- c) The height of temporary Real Estate signs shall not exceed six feet
  - d) The area of temporary Real Estate signs shall not exceed six square feet.
  - e) In lieu of the sign specified in 26-864 (12) a) above, one temporary Real Estate sign may be placed on a new development or subdivision advertising the sale of the combined lots, units, or tracts provided the sign does not exceed 32 square feet in size and the height does not exceed ten feet.
  - f) Temporary off-premises Real Estate directional signs are allowed at road intersections provided:
    - i. The sign has a white background with black letters, reading "Property For Sale" with a black, directional arrow;
    - ii. The sign does not exceed a total area of three square feet;
    - iii. Only one such directional sign per Real Estate company is allowed at each road intersection; and,
    - iv. Temporary off-premises Real Estate directional signs shall not create traffic hazards, restrict driver visibility, or interfere with the effectiveness of any official traffic-control device.
  - g) The time limit for placement of a temporary Real Estate sale sign is three years, or 2 months after the respective property is sold, rented, or leased, whichever is less.
  - h) A one-inch by three-inch label shall be affixed to all temporary Real Estate signs sign listing the name, company, address, and phone number of the sign owner.
  - i) Permanent signs naming or identifying a development shall require a sign permit.
- (12) Yard/garage sales.** Placement of a yard/garage sale sign on residential property is allowed provided it is not in place for more than 12 days per year. Each yard/garage sale sign shall not be more than six square feet in size and shall contain the date of sale and the location of the sale and the name, address, and phone number of the sign owner. Signs shall not be placed where they create a traffic hazard and must be removed immediately after the sale.
- (13) Contractor/financial/institutional signs.** Signs pertaining to construction and other construction related services are allowable without permits on the premises of the project. Only one sign per business is allowed per lot and shall not be more than six square feet in size for residential properties. Only one sign per business is allowed per lot and shall not be more than 32 square feet in size for commercial properties. These signs shall only be placed on the premises of the project site. Each sign must be removed within ten days after completion of construction.
- (14) Political/Campaign signs.** Signs, posters or banners which pertain to an upcoming election of a candidate and/or political issue shall be permitted in all districts, provided the property owner has given permission to place the sign on the premises. Such signs or posters shall remain in place no longer than 90 days before and ten days after the election for which they are posted, or in the case of general state elections, from August 1 preceding the election until ten days after the election unless otherwise provided pursuant to Minnesota Statutes, Chapter 211B.045. Such signs or posters shall not be placed within public road rights-of-way or where they may create traffic hazards.
- (15) Church, synagogue, other religious institutions.** Any sign, symbol, logo, tablet, plaque, or similar memorial or informational material shall be limited to a cumulative total of 250 square feet on the premises. One freestanding sign shall be permitted for display of the organization name, affiliation, hours of worship, and similar general information. A second freestanding sign may be permitted only if the cumulative street frontage exceeds 250 lineal feet. No sign shall exceed 150 square feet. Temporary signs to market events or special ceremonies may be displayed for a period not to exceed 14 continuous days.

**(16) Community sign.** A community information sign with changeable copy may be permitted to advertise and promote civic and special events of community significance. The maximum size of the sign shall be 128 square feet.

**(17) No more than two sides per sign.** No sign shall have more than two faces on which text, graphics or other material, which delivers a message, may be displayed.

**(18) Multi Business Pylon Signs (MBPS):** MBPS shall require a conditional use permit and shall only be allowed in the Limited Commercial, Downtown Commercial and Commercial/Light Industrial Land Use Districts. The following standards shall apply to MBPS:

- a. Clustering of two or more area identification and/or commercial business identification signs may be allowed on a single MBPS in exchange for separate pylons on each business site.
- b. Commercial business identification on approved MBPS for developments and/or businesses located within a 3/4 mile radius of the MBPS location.
- c. Architectural standards for MBPS shall be required to achieve an "up north" look which would incorporate natural wood, stone, brick or manufactured like products in the pylon structure
- d. The applicant(s) shall submit diagrams, drawings, pictures and other information as requested by City staff describing each MBPS proposed, the location of each MBPS and the identity of each property proposed to be included in the MBP Plan including the name of the property owner, and the size and location of each property proposed to utilize the MBPS.
- e. After the City's approval of an MBPS Plan via a conditional use permit, no sign pylons other than those included in the approved Plan shall be kept, erected, placed or maintained on the properties covered by the Plan.
- f. The permissible height of any MBPS shall be no greater than 30 ft. with a minimum clear zone below the sign of 10 feet unless approved as a monument type sign. Pylon height shall be measured from the curb height closest to the MBPS site.
- g. Total permissible sign face area on MBPS shall be no greater than 700 square feet per face.
- h. Setback standards in all applicable land use districts will be as follows:
  - i. The outer-most edge of the sign face must be a minimum of 10 feet from any road right-of-way
  - ii. The outer-most edge of the sign face must be a minimum of 40 feet from any side lot line when the adjacent property's land use classification is Shoreland District or Rural Residential 5 District.
  - iii. The outer-most edge of the sign face must be a minimum of 10 feet from any commercial land use district
- i. Each MBPS Plan shall consist of a development of at least 2 contiguous businesses. In addition thereto, each business displayed on the MBPS must be within the City of Crosslake.
- j. No signage shall be allowed on any MBP other than area identification and commercial business identification signs for developments and/or businesses located within the City of Crosslake on property covered by the MBPS Plan under which such MBPS is approved. No sign advertising any product (rather than identifying an area or business) shall be allowed on any MBP.

## **Sec. 26-865 Commercial District Signs**

Signs within commercial land use districts shall comply with the following standards:

- (1) Up to ten percent of any building facade area, which directly abuts a public road right-of-way, may be dedicated to signs. Facade area used to calculate allowable signs must only include that area associated with the respective building or business use. Only one freestanding sign per lot or one freestanding sign per building for multi-use buildings shall be allowed, whichever is a smaller number. Commercial uses that depend on patrons arriving by watercraft may have two freestanding signs with a limit of one placed on the roadside of the property and one placed on the lakeside of the property.
- (2) No advertising signs or supporting facilities for signs may be placed in or upon public waters. Signs conveying information or safety messages may be placed in or on public waters by a public authority or under a permit issued by the Crow Wing County sheriff.
- (3) Signs placed on the lakeside of a property must be designed and sized to be the minimum necessary to convey needed information. They must only convey the location and name of the establishment and the general types of goods or services available. The signs must be located higher than ten feet above the ground, must not be located in the shore impact zone, and must not exceed 32 square feet in area.
- (4) The setback for all on-premises signs shall be a minimum of five feet from a public road right-of-way.
- (5) The sign for each permitted use shall be no more than ten percent of the facade. The permitted sign area for wall fascia or attached signs may be split up into several signs on the facade or used for one sign. In multi-tenant buildings, each tenant may place a separate sign on that portion of the building facade that corresponds to the interior portion of the building that the tenant occupies. Such tenant sign area shall be limited to ten percent of the area of the facade occupied by such tenant.
- (6) A sign protruding from the front of the building more than two feet shall have a maximum area of 20 square feet.
- (7) All signs must be coordinated to create a consistent and uniform appearance. Multiple tenant, freestanding signs must have a singular border/sign structure to tie all tenants together. Buildings with multiple tenant spaces may have separate wall fascia signs or attached signs that shall not exceed the maximum sign area for the facade of each respective tenant space.
- (8) The sign area allowed for a freestanding sign shall be dependent upon the speed limit of the roadway in front of the building. Buildings located in a 40-mile-per-hour zone or higher shall have a maximum sign area of 128 square feet. Buildings located in an area with a speed limit of 39 miles per hour or less shall have a maximum sign area of 75 square feet.
- (9) Temporary signs.
  - a) Two temporary signs/banners/pennants at a time may be allowed per property or business, with a total sign area not to exceed 32 square feet.
  - b) One temporary sign that is portable (e.g., flipper sign) and is 16 square feet or less in area and a height not to exceed 10 feet shall be permitted; however the signs shall not obstruct pedestrian walkways or driver visibility and shall not be illuminated.

## **Sec. 26-866 Legal Nonconforming Signs**

It is recognized that signs exist which were lawful before this Article was enacted, which would be prohibited, regulated, or restricted under the terms of this Article or future amendments to

this Chapter. It is the intent of this Section that nonconforming signs shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other signs or uses prohibited elsewhere in the same land use district. It is further the intent of this Section to permit legal nonconforming signs existing on March 1, 2015 to continue as legal nonconforming signs, provided such signs are safe, are maintained so as not to be unsightly, and have not been abandoned or removed subject to the following provisions:

- (1) No sign shall be enlarged or altered in a way that increases its nonconformity.
- (2) Should such sign or sign structure be destroyed and no land use permit has been applied for within 180 days of when the property was damaged, it shall not be reconstructed except in conformity with the provisions of this Section.
- (3) If a nonconforming sign or sign structure is moved, except to become more conforming with setbacks, it shall thereafter conform to the regulations for the land use district in which it is located.

**Secs. 26-867—26-897 Reserved**

F.l.a.4.

### ARTICLE 36 Accessory Structure Standards

#### Sec 26-960 Accessory Structures--Residential

(1) On lots 2 acres in size or less, each residential accessory structures must meet the following requirements:

STRUCTURE SIZES	Road right of way)	Side yard	GD Lake	GD River	RD Lake	NE Lake	NE River	Bluff	Wetland	Building Height
Up to <del>900</del> 1200 square feet in size	35	10	75	100	100	150	150	30	15	25
<del>From 901 square feet to 1,200 square feet in size</del>	<del>50</del>	<del>20</del>	<del>100</del>	<del>125</del>	<del>125</del>	<del>175</del>	<del>175</del>	<del>50</del>	<del>15</del>	<del>25</del>

- (2) A permit shall not be required for up to two accessory structures totaling no more than 160 square feet.
- (3) No accessory structure shall be used for human habitation except to allow for a permitted auxiliary quarter as listed in Section 26-962.
- (4) All setback and building height requirements shall be met.
- (5) Construction complies with all provisions of Articles 20 and 21 of this Chapter.
- (6) Semi-trailers, cargo containers, railroad cars, manufactured houses, or similar structures shall not be used for storage.

#### Secs 26-963—26-994 Reserved

F.l.a.5.

## ARTICLE 43 DEFINITIONS

### **MULTI-BUISINESS SIGN:**

A freestanding sign which displays, or is capable of displaying, more than one business, of which at least one business is located upon a different parcel of real estate.

F.1.a.6.

**ORDINANCE NO. 326**

**Ordinance Amending Portions of Chapter 26, Including Article 11 Shoreland District Standards, Article 12 Rural Residential District Standards, Article 33 Signs, Article 36 Accessory Structure Standards, and Article 43 Definitions of the Crosslake City Code, said Chapter being the zoning ordinance for the City of Crosslake.**

**SUMMARY**

On October 12, 2015, the City Council of the City of Crosslake, Minnesota, approved Ordinance No. 326 amending portions of Chapter 26, including Article 11 Shoreland District Standards, Article 12 Rural Residential District Standards, Article 33 Signs, Article 36 Accessory Structure Standards, and Article 43 Definitions.

The City Council, by unanimous vote, hereby agrees to publish such ordinance by summary publication pursuant to Minn. Stat. Section 412.191, subdivision 4.

PLEASE TAKE NOTICE that this is only a summary of these ordinances. A printed copy of the entire text is available for inspection during regular office hours in the office of the City Clerk at the City Hall, Crosslake, Minnesota and on the City website ([www.cityofcrosslake.org](http://www.cityofcrosslake.org)).

Dated: October 12, 2015.

CITY OF CROSSLAKE, MINNESOTA

By \_\_\_\_\_  
Its Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**To:** Crosslake City Council

**From:** Jon Kolstad, Land Services Specialist

**Date:** October 12, 2015

**RE:** Planning Commission/Board of Adjustment Proposed Revisions to the City of Crosslake Nuisance Ordinance (Chapter 30)

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The City Council requested at their regular meeting on July 13, 2015 to have the PC/BOA suggest updates to Chapter 30 of the City of Crosslake Offenses and Nuisances Ordinance. The PC/BOA received a copy of the City of Little Falls Ordinance No. 74 as a guide and were asked to review it and bring their suggestions back to the August 28<sup>th</sup> meeting for discussion.

Staff has reviewed and extracted those items (in whole or in part) from the Little Falls Ordinance and suggested the following items be used/included in the updates to Chapter 30 of the Crosslake City Code.

On September 25, 2015 the PC/BOA voted to recommend that the City Council update Chapter 30 of the City Code to include the following items:

**Replace wording in Sec 30-104. Abandonment of Motor Vehicles.**

**Abandonment of Vehicles:** No person shall park, store or leave, or permit the parking, storing or leaving of, any abandoned vehicle on public or private property within the City unless:

1. Within a building;
2. Such vehicle is stored or parked on private property in connection with a duly licensed or authorized commercial enterprise operated and conducted pursuant to law when such parking or storing of vehicles is necessary to the operation of said commercial enterprise; or
3. Such vehicle is stored or parked on private property of the owner thereof, or a member of the owner's family, for the purpose of making repairs thereto; provided, that said repair period is not to exceed thirty (30) days, after which time said vehicle shall be deemed to be abandoned.

**Classic or pioneer car:** As defined in Minnesota statutes Section 168.10, or its successor, a "classic or pioneer car" shall not be considered an abandoned vehicle.

**Redefine Junk in Sec. 30-105. Junk stored on public or private property.**

**Junk:** No person, firm, or corporation of any kind shall permit the accumulation of junk that includes but is not limited to any of the following: waste material, trash, rubbish, refuse, or litter of any kind upon any land or inside or under any building or structure which may provide harborage or breeding places for mosquitoes, vermin, or rats. No person, firm, or corporation of any kind shall permit on a property the accumulation of: batteries; paper; boxes or containers; bottles; cans; discarded chemicals; old or scrap copper, brass, iron, steel, or other metals; old and/or inoperable appliances; tanks; barrels; cages; clothing; pallets; wire/cable; dismantled, abandoned or inoperable vehicles, rope; rags; glass; rubber; construction debris; plumbing fixtures; furniture; or other similar objects and materials which may provide harborage or breeding places for mosquitoes, vermin, or rats.

**Enforcement**

The City Council and City Attorney establish a method of enforcement that will allow for a more rapid and cost effective means for violations of this ordinance. An example would be authorizing the staff to issue a citation or administrative penalty, with set criteria of how long a person would have to demonstrate improvements or bring the property into compliance with the ordinance before the penalty is accessed.

F.2.a.

CROSSLAKE COMMUNICATIONS  
HIGHLIGHTS FOR SEPTEMBER 2015

1. **Minutes** of September 29, 2015 Crosslake Communications Advisory Board meeting are included.
2. The **Financial Statements** for August 2015 are included (motion needed).
3. The list of **August 2015 checks/disbursements** are included (motion needed).
4. The **Customer Counts Report** has been included in the packet.
5. We have completed 45 installations at customer's homes on Phase 1 of **conversions for the new electronics in our fiber area** which is end of life and needs to be replaced by 2017.
6. During our annual inspection of our **generator**, it was discovered that the water pump was leaking. Parts were ordered and have been installed.
7. We would like to begin offering business and residential customers a new service called V-Fax. This service allows customers to send and receive faxes via their PC, laptop, smartphone, etc. **The Advisory Board recommends to the City Council that we offer VFax for a flat rate of \$9.99 per month. (Motion required)**
8. The **Communications Vision Sub-Committee** met again and reviewed the pros and cons of various options. Staff is working on 5 year profit and loss projections.
9. **Internet Help Desk Opening.** We are continuing to advertise and interview for this position. In the interim, a CTC staff member is filling in until we can hire a replacement.

**Staff Report - Crosslake Parks, Recreation & Library**

F.3.a

**Date: October 7, 2015**

**To: Crosslake City Council**

**From: Jon Henke, Director of Parks, Recreation & Library** J.H.

**1. Senior Nutrition Program**

Meals are offered at the Community Center Monday - Friday at 11:30 am. Interested participants can call (692-4271) to make a reservation by 4:00 p.m the day before their scheduled meal.

**2. Fitness Room**

The Community Center offers an array of fitness equipment. A certified personal trainer is available to walk you through all of the different equipment free of charge when you sign up for a membership. We also offer fitness incentive programs from a variety of insurance providers and very affordable rates. The Silver Sneakers program is also available to those that are 65 or older and have a qualifying plan. Our new Silver and Fit Program is also available for those that qualify. Take advantage of these great programs and enjoy free use of the fitness room and a range of fitness classes.

**3. Silver Sneakers classes offered**

Come join instructor Donna Keiffer on Monday's and Wednesday's at 9:30 for the Silver Sneaker Yoga Class. We will also hold the Classic Silver Sneakers exercise class at 10:30. On Tuesday and Thursday join us for the Cardio Circuit class at 9:30. This class is one step up from the Classic class. Take the first step towards a healthy lifestyle.

**4. Yoga**

Yoga is offered at the Community Center on Tuesday mornings at 10:00 a.m.

**5. AAA Driving Class**

A refresher course for AAA will be offered November 4<sup>th</sup> from 9-1.

**6. PAL Update – Trail Rides/Donations**

PAL is offering free trail rides on Wednesdays at 10, 11 and 12 at the Center. Come experience the new Nordic Ridge Recreation Area on a six passenger golf cart. Pre registration is required. This will be the last tour of the year. The Park Department would like to thank the PAL Foundation for their donation of \$174.75 for the Summer Reading Program and also the \$132.00 donation to help support Friday Bridge.

**7. Volleyball**

A new session for volleyball started on September 9<sup>th</sup>. Play is from 6:15-8:45. This is a ten week session. Registration is \$17 or day passes are available for \$4.00.

**8. Crosslake Monster Dash/Halloween Party**

The 6<sup>th</sup> annual Crosslake Monster Dash will be held October 24<sup>th</sup>. After the Monster Dash 5K we will host our annual Halloween Party from noon –2. Thank you to the Crosslake Ideal Lions for supplying a donation to the PAL Foundation to support this years party. We would also like to thank Moonlite Bay, Crosslake Drug, Ace Hardware and Karma Race Management for being Premiere Sponsors for the Monster Dash again this year.



F. 4. a.

Public Works Meeting Notes  
October 5, 2015

Members Present: Gary Olson, Darrell Shannon, John Pribyl, Tim Berg, Dale Melberg

Others Present: Dave Schrupp, Ted Strand

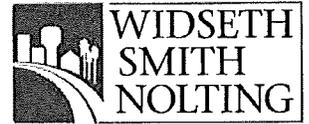
Members not present: Doug Vierzba

Visitors: Dave Reese (WSN) and 16 Residents from the Dream Island vicinity.

1. **Call to order** - Meeting was called to order at 4:00 pm.
2. **Approval of September Meeting Minutes.** Motion to Approve by Shannon, Second by Pribyl, all in favor.
3. **Review Draft Feasibility Study for the Dream Island Bridge Project.** Since the last meeting, WSN has completed a Feasibility Report (attached) which reviews three possible bridge designs to replace the current bridge on the Dream Island causeway. This study is referenced as Replacement of Bridge Draft L6376 (Dream Island) Crosslake, Minnesota, Issued October 2015. Dave Reese reviewed all three plans in detail. For the city to be eligible for Bridge Grants, all design work of the project must meet Minnesota Roadway Design Standards. Please refer to the study for details of the three designs. The following should be noted in addition to the study.
  - a. Clearance from water level to underside of bridge is estimated to be 6.5-7 feet for all three options. Only the width (at water level) of each design will change.
  - b. The City of Crosslake will not perform future maintenance dredging under or around the bridge.
  - c. Options B and C will involve limited restoration of the lake in the area of the causeway/bridge.
  - d. All work will be conducted in the winter months
  - e. Dave Reese commented that the state legislature will be considering cities with populations less than 5,000 in the same manner as townships, meaning the maximum obligation to the city for construction may be \$10,000 and \$10,000 for Engineering. This needs to be verified.
  - f. Residents at the meeting were generally in favor of options C and B.
  - g. Next step is to meet with the State Bridge Fund Manager to discuss funding for all three proposals and with Crow Wing County to review and gain their sponsorship of the project.
4. **Review Draft Feasibility Study for the Melinda Shores Bridge Project.** WSN provided a study on the repair project which includes the required repair(s) and costs. Motion by Darrell Shannon to recommend that the city go forward with the repair at the estimated cost of \$60,000. Second by Dale Melberg, all in favor. (Study Attached)
5. **Road assessment Policy** – No discussion. Will be moved to the November meeting agenda.
6. **Sewer Update**- Ted indicated the plant was running fine.

7. **Grass Mowing Policy/Guidelines** – No discussion in October. Ted to complete by end of 2015 for review by the commission.
8. **Other Business.** Ted indicated that repaving of the parking lot in front of Andy's Restaurant will be moved to 2016. Ted recommended the addition of 3 new street lights in the area of Andy's to improve the lighting in the intersection. This work will be done at the same time as the parking lot improvement. The commission agreed with Ted's recommendation to add these street lights.
9. **Adjourn** Motion by John Pribyl, second by Darrell Shannon to adjourn the meeting at 5:45, all in favor.

F. 4. b.



October 6, 2015

Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

Honorable Mayor and City Council  
Crosslake City Hall  
37028 County Road 66  
Crosslake, MN 56442

Via Email and U.S. Mail

218.829.5117  
218.829.2517  
Brainerd@wsn.us.com  
WidsethSmithNolting.com

***RE: Proposal for Engineering Services – Design/Bidding/Construction  
Melinda Shores Bridge Channel Reinforcement***

Dear Mayor and Council Members:

At the October 5, 2015 Crosslake Public Works Commission meeting, the study authorized by the City Council related to continuing deteriorated conditions at the Melinda Shores Bridge was discussed. As requested by the Commission, Widseth Smith Nolting is providing this proposal to implement the study’s recommended solution of gabion reinforcement of the channel.

**Proposed Scope of Work**

**Design/Bidding – WSN Lump Sum Fee - \$9,000**

- Complete a design survey for the preparation of construction plans, and to establish bench marks that will be used during construction.
- Prepare plans, specifications, and contract documents for obtaining quotes from selected contractors.
- Prepare a permit application to the DNR for work within public waters. The permit fee will be paid by the City.
- Review and tabulate quotes received, and prepare a recommendation for award of the contract.

**Construction Observation – WSN Hourly Estimated Fee - \$8,500**

- Review construction periodically for conformance with the plans and specifications.
- Assist the Contractor in interpreting the plans and specifications.
- Review payment applications submitted by the Contractor, and prepare recommendations for payment to the City.



Honorable Mayor and City Council  
October 6, 2015  
Page 2 of 2

We understand this maintenance project will be paid from City reserves, no funding program requirements or special assessments apply to this project, and no public hearings are required. Any special meetings requiring our attendance will be billed hourly to the City in accordance with our fee schedule.

If you are in agreement with the scope of this proposal, please return one signed copy to WSN as our authorization to proceed.

Sincerely,

*WIDSETH SMITH NOLTING*

David S. Reese, P.E.  
City Engineer

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The work described in this proposal will be performed in accordance with the General Provisions of Professional Services Agreement (attached). Fees shall be billed monthly in accordance with our fee schedule that is in effect when the work is performed with payment due within 30 days of billing. We have attached our 2015 Fee Schedule. A finance charge is computed at a periodic rate of 1% per month (annual percentage rate of 12%) on any past due balance.

Design/Bidding	Lump-Sum	\$9,000.00
Construction Observation	Hourly Estimated	\$8,500.00

Proposed by Widseth Smith Nolting

Accepted by the City of Crosslake

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Kent Rohr, Vice President

---

Steve Roe, Mayor

---

Dan Vogt, City Administrator

DATE \_\_\_\_\_

# General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolling, a Minnesota Corporation, hereinafter referred to as WSN, and a CLIENT, wherein the CLIENT engages WSN to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WSN Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WSN.

## ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WSN shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

## ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WSN have an understanding of the expected work to be performed.

If WSN is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

## ARTICLE 3. COMPENSATION TO WSN

A. Compensation to WSN for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WSN's services shall apply to all or parts of a work scope where WSN's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on an estimated percentage of completion of WSN's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WSN's services shall apply to all or parts of a work scope where WSN's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WSN shall be paid for the actual hours worked on the Project by WSN technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WSN's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WSN to CLIENT upon which to base periodic payments to WSN.
3. In addition to the foregoing, WSN shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
  - (a) Travel and subsistence.
  - (b) Specialized computer services or programs.
  - (c) Outside professional and technical services with cost defined as the amount billed WSN.
  - (d) Identifiable reproduction and reprographic costs.
  - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WSN in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WSN shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WSN may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WSN has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WSN shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WSN's resumption of services, the time for performance of WSN's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.



## ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WSN. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WSN to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WSN under this Agreement except for payment of an amount for WSN's anticipated profit on the value of the services not performed by WSN and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WSN shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

## ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WSN or its consultants are Instruments of Service and shall remain the property of WSN or its consultants, respectively. WSN and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WSN and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WSN shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WSN shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WSN for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WSN. CLIENT shall indemnify, defend and hold harmless WSN from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WSN. This indemnity shall survive the termination of this Agreement.

Should WSN choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WSN. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WSN makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

## ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WSN to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WSN.

## ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WSN to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WSN:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WSN's services.
3. Furnish, as required for performance of WSN's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WSN to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WSN, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WSN.
7. Give prompt written notice to WSN whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WSN's services or any defect in the work of Construction Contractor(s), Consultants or WSN.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WSN encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WSN shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WSN do not include identification of asbestos or pollution, and WSN has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WSN is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WSN on the Project. It is further understood and agreed that services WSN will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WSN's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WSN and WSN's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WSN. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WSN may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.

11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WSN may use any CLIENT provided information in performing its services. WSN shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WSN finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WSN shall endeavor to notify the CLIENT. However, WSN shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

## ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WSN's experience and qualifications and represent WSN's judgment as an experienced design professional. It is recognized, however, that WSN does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WSN's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WSN does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WSN to CLIENT hereunder.

## ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WSN's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WSN is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WSN will not be responsible for, and CLIENT shall indemnify and hold WSN, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WSN, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WSN has undertaken or assumed under this Agreement.

## ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WSN may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WSN's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WSN's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WSN's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

## ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WSN's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WSN's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WSN has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

#### **ARTICLE 12. REQUESTS FOR INFORMATION (RFI)**

If included in the scope of services, WSN will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WSN's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WSN shall be entitled to compensation for Additional Services for WSN's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

#### **ARTICLE 13. CONSTRUCTION OBSERVATION**

If included in the scope of services, WSN will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WSN to become generally familiar with the Work. WSN shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WSN shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WSN shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WSN that are connected with the performance of such services.

#### **ARTICLE 14. BETTERMENT**

If, due to WSN's negligence, a required item or component of the Project is omitted from the construction documents, WSN shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WSN be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

#### **ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES**

WSN shall not be required to sign any documents, no matter by who requested, that would result in WSN having to certify, guarantee or warrant the existence of conditions whose existence WSN cannot ascertain. CLIENT agrees not to make resolution of any dispute with WSN or payment of any amount due to WSN in any way contingent upon WSN signing such certification.

#### **ARTICLE 16. CONTINGENCY FUND**

CLIENT and WSN agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WSN, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WSN with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

#### **ARTICLE 17. INSURANCE**

WSN shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WSN shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WSN is legally liable.

Certificates of Insurance will be provided to the CLIENT upon request.

#### **ARTICLE 18. ASSIGNMENT**

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WSN as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

#### **ARTICLE 19. NO THIRD-PARTY BENEFICIARIES**

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WSN or CLIENT. WSN's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WSN because of this Agreement.

#### **ARTICLE 20. CORPORATE PROTECTION**

It is intended by the parties to this Agreement that WSN's services in connection with the Project shall not subject WSN's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WSN, a Minnesota corporation, and not against any of WSN's individual employees, officers or directors.

#### **ARTICLE 21. CONTROLLING LAW**

This Agreement is to be governed by the laws of the State of Minnesota.

#### **ARTICLE 22. ASSIGNMENT OF RISK**

In recognition of the relative risks and benefits of the project to both the CLIENT and WSN, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all those named shall not exceed WSN's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

#### **ARTICLE 23. NON-DISCRIMINATION**

WSN will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

#### **ARTICLE 24. SEVERABILITY**

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WSN. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

#### **ARTICLE 25. PRE-LIEN NOTICE**

Pursuant to the Agreement WSN will be performing services in connection with improvements of real property and may contract with subconsultants or subcontractors as appropriate to furnish labor, skill and/or materials in the performance of the work. Accordingly, CLIENT is entitled under Minnesota law to the following Notice:

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for its contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

# WIDSETH SMITH NOLTING



## 2015 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
<b>Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer</b>	
Level I	\$ 89.00
Level II	\$105.00
Level III	\$128.00
Level IV	\$140.00
Level V	\$155.00
<b>Technician</b>	
Level I	\$ 57.00
Level II	\$ 70.00
Level III	\$ 86.00
Level IV	\$102.00
Level V	\$107.00
Computer Systems Specialist	\$120.00
Senior Funding Specialist	\$ 95.00
Marketing Specialist	\$ 95.00
Funding Specialist	\$ 75.00
Administrative Assistant	\$ 50.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to change</i>	\$0.56/mile
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	\$40.00/Day
ISCO Flow Recorder	\$60.00/Day
Photoionization Detection Meter	\$80.00/Day
Explosimeter	\$50.00/Day
Product Recovery Equipment	\$35.00/Day
Survey-Grade GPS (Global Positioning System)	\$75.00/Hour
Mapping GPS (Global Positioning System)	\$150.00/Day
Soil Drilling Rig	\$35.00/Hour
Groundwater Sampling Equipment	\$75.00/Day
Subcontractors	Cost Plus 10%

Reproduction Costs	RATE
Black & White Copies: 8 1/2 x 11	\$0.10
Black & White Copies: 11 x 17	\$0.50
Black & White Copies: 24 x 36	\$3.00
Color Copies: 8 1/2 x 11	\$2.00
Color Copies: 11 x 17	\$4.00
Color Copies: 24 x 36	\$12.00
Color Plots: 42 x 48	\$22.00

All Accounts due and payable within 30 days of billing. A finance charge is computed on a periodic rate of 1% per month which is an annual percentage rate of 12% on any previous balance not paid within 30 days.

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

ORDINANCE NO. \_\_\_\_

G. 1.

AN ORDINANCE OF THE CITY OF CROSSLAKE AMENDING \_\_\_\_\_  
CITY OF CROSSLAKE  
COUNTY OF CROW WING  
STATE OF MINNESOTA

The City Council of the City of Crosslake, in the County of Crow Wing, State of Minnesota, does ordain as follows:

**SECTION 1.** Section \_\_\_\_\_ is hereby amended as follows:

\_\_\_\_\_: Procedures for Enforcing Administrative Offenses.

a) Purpose. The City Council has determined that there is a need for alternative methods of enforcing the City Codes. While criminal fines and penalties have been the most frequent enforcement mechanism, there are certain negative consequences for both the City and the accused. The delay inherent in that system does not ensure prompt resolution. Citizens resent being labeled as criminals for violations of administrative regulations. The higher burden of proof and the potential of incarceration do not appear appropriate for most administrative violations. The criminal process does not always regard City Code violations as being important. Accordingly, the City Council finds the use of administrative citations and the imposition of civil penalties is legitimate and a necessary alternative method of enforcement. This method of enforcement is in addition to any other legal remedy that may be pursued for City Code violations.

b) Alternative Methods of Enforcement. This administrative enforcement procedure seeks to gain compliance with certain provisions of the City Code and serves as an alternate to any formal criminal or civil court action. The administrative hearing process provided for in this Section shall be in addition to any other legal or equitable remedy available to the City for City Code violations, except that if a determination is made by the hearing officer pursuant to the hearing process detailed in this Section that a violation did not occur, the City may not then proceed with criminal prosecution of the same act or conduct.

c) Authority to Issue Order to Correct Letters and Administrative Citations. The following City employees and agents are authorized to issue compliance letters and administrative citations for violations of the City Code:

1. Licensed peace officers of the Crosslake Police Department;
2. Planning and Zoning Department Staff;
3. Fire Chief of the Crosslake Fire Department.

d) Administrative Offenses; Schedules of Fines and Fees.

1. Except as noted herein, a violation of any provision of the City Code is an administrative offense which may be subject to an administrative citation and civil penalties pursuant to this ordinance. Each day a violation exists constitutes a separate offense.

a. The following offenses shall not be subject to administrative citation:

- Traffic offenses under Minnesota State Statutes Chapter 169
- Crosslake City Code Sections \_\_\_\_\_

2. An administrative offense may be subject to a civil penalty not exceeding \$2,000.

3. The City Council shall adopt by resolution a schedule of recommended fines for offenses initiated by administrative citation. The City Council is not bound by that schedule when a matter is appealed for administrative review.

4. The City Council may adopt a schedule of fees to be paid to administrative hearing officers.

5. The City Council shall adopt written procedures for administering the administrative citation program.

e) Order to Correct; Administrative Citations. Upon the reasonable belief that an administrative offense has occurred, the City officials listed above shall serve on the violator an order to correct the violation. If compliance is not achieved within the timeline prescribed in the order to correct the violation, the official is authorized to issue an administrative citation. An administrative citation shall be presented in person or by first class mail to the person responsible for the violation. Service shall be deemed complete upon depositing the citation in the United States Mail, properly addressed to last known address of the person to be served and postage prepaid. The citation shall state the following: date, time and nature of the offense, citing the relevant portion of the City Code that was allegedly violated, the amount of the scheduled civil fine, and the manner for paying the fine, a statement that the City Code violation and the amount of the administrative penalty may be contested to be heard before an independent hearing officer by notifying the City Administrator or designated representative in writing within 10 [ten] days of the date of the citation, and a statement that failure to pay the administrative civil penalty may result in it being assessed against the property as provided in Minnesota Statutes Chapter 429.

f) Exceptions to Issuance of Order to Correct Letter. For violations of the following section the City shall not be required to issue a compliance letter and may proceed directly to the issuance of an administrative citation as provided in Section E listed above.

1. Repeat Offender. If the same owner commits a subsequent violation within 12 months after a compliance letter has been issued for the same or similar offense.

2. License Violations. This constitutes any violation of a City Code license requirement including not having a license.

3. Noncriminal Violations of:

- a. Public nuisance.
- b. Unlawful deposit of garbage.
- c. Off road vehicle violations.
- d. Snowmobile violations.
- e. Boating violations.
- f. Animal complaints.
- g. Barking dog violation.
- h. Trespassing in a city park
- i. Skateboards, etc., sidewalks.

4. Land Use Code

We need to determine what other portions of the Code will be covered by this Section.

g) Reasonable Extensions. Following service of the compliance letter, the City shall attempt to work with the owner to resolve the violation, including but not limited to responding to reasonable extensions for compliance.

h) Payment of Penalty and Correction of Violation. If the owner pays the administrative civil penalty and corrects the City Code violation, no further action will be taken against the owner or the owner's real property for that same violation. If payment is made but correction is not accomplished, a subsequent administrative citation may be issued, criminal proceedings may be initiated, or any other proceedings or remedies available in order to enforce correction of the violation. If no payment is made, no correction of the violation is made, and no request for hearing is made in accordance herein, the City may assess the administrative civil penalty against the property owner pursuant to Minnesota Statutes Chapter 429, issue a subsequent administrative citation and commence a new administrative process, initiate criminal proceedings or initiate other enforcement action authorized by law or a combination hereof.

i) Request for Hearing. An owner or occupant may contest the administrative citation and the amount of the fine by requesting a hearing, in writing, within ten [10] days of the date of the citation, to the City Administrator or designated representative.

j) Administrative Hearing Procedure.

1. Hearing Officers. The City Council will periodically approve a list of lawyers, from which the City Administrator will select a Hearing Officer to hear and determine a matter for which the hearing is requested. The person who has requested the hearing has the right to request, no later than fifteen [15] days before the date of the hearing, that the assigned Hearing Officer be removed from the case. One such request for each case will be granted by the City Administrator. A subsequent request must be directed to the assigned Hearing Officer who will decide whether the Hearing Officer can fairly and objectively review the case. If such a finding is made, the Hearing Officer shall remove himself or herself from the case, and the City Administrator shall assign another Hearing Officer. The Hearing Officer is not a judicial officer, but is a public officer as defined by Minnesota Statutes Section 609.415. The Hearing Officer shall not be a current or former employee of the City of Crosslake.

2. Notice of Hearing. Notice of the hearing must be served in person or by first class mail to the person responsible for the violation no less than 20 days in advance of the scheduled hearing, unless a shorter time is accepted by both parties. Service shall be deemed complete upon depositing the Notice of Hearing in the United States Mail, properly addressed to last known address of the person to be served and postage prepaid.

3. Payment for Cost of Hearing. The cost of the hearing shall be borne solely by the non-prevailing party. The City shall provide an estimate of the cost of the hearing at the time of the request for hearing. The City Council has the authority to reduce the non-prevailing party's costs where that party can demonstrate indigency by clear and convincing evidence.

Proof of indigency can be demonstrated by the party's receipt of means tested governmental benefits or a demonstrated lack of assets or current income. Such proof shall be presented to the City Council for determination subsequent to the hearing. However, the Hearing Officer at the time of the hearing shall make specific findings as to whether or not the party is indigent with said findings presented to the City Council. In all cases, where the party requesting the hearing is unable to attend and fails to request a continuance of the hearing at least 48 hours in advance of the scheduled hearing, all costs incurred by the City attributable to the hearing shall be charged to the requesting party.

4. Hearing Procedures. At the hearing, the parties shall have the opportunity to present testimony and question any witnesses, but strict rules of evidence shall not apply. The Hearing officer shall record the hearing and receive testimony and exhibits and the full record of the hearing shall be kept. The Hearing Officer shall receive and give weight to evidence, including hearsay evidence probative value commonly accepted by reasonable and prudent people in the conduct of their affairs.

5. Authority of the Hearing Officer. The Hearing Officer shall determine whether a violation did or did not occur. The Hearing Officer determines that a violation did not occur then the citation shall be dismissed. If the Hearing Officer determines that a violation did occur, then the officer may do any of the following: impose a fine anywhere within or up to, but not exceeding, the maximum penalty for an administrative offense, stay or waive a fine either unconditionally or upon compliance with the appropriate conditions. When imposing a penalty for a violation, the Hearing Officer may consider any or all of the following:

- a. The duration of the violation;
- b. The frequency of recurrence of the violation;
- c. The seriousness of the violation;
- d. The history of the violation;
- e. The violator's conduct after issuance of the notice of hearing;
- f. The good faith effort of the violator to comply;
- g. The economic impact of the penalty on the violator;
- h. The impact of the violation upon the community; and
- i. Any other factors appropriate to just result.

6. Fines for Continuing Violations. The Hearing Officer may exercise discretion to impose a fine for more than one day of a continuing violation but only on a finding that the violation caused a serious threat of harm to the public health, safety or welfare, or the accused intentionally and unreasonably refused to comply with the

Code requirement. The Hearing Officer's decision and supporting reasons for continuing violations must be in writing.

7. Decision of the Hearing Officer. The Hearing Officer shall issue a decision in writing to both parties within ten [10] days of the hearing. Any fines or penalties imposed must be paid no later than 30 days of the date of the Hearing Officer's order. If the fine is not paid, the City may assess the civil penalty against the owner's property pursuant to Minnesota Statutes Chapter 429. If the Hearing Officer determines that no violation occurred, the City may not proceed with criminal prosecution for the same act or conduct. The decision of the Hearing Officer is final and may only be appealed to the Minnesota Court of Appeals by petitioning for a writ of certiorari pursuant to Minnesota Statutes Section 606.01.

k) Payment of Fines. Prior to any assessment for unpaid fines, the City shall seek payment of the fines by notifying the owner of the property in writing of the fine imposed.

l) Assessment Procedure. Unpaid fines including an administrative charge of \$25.00 plus interest of the total balance will be assessed pursuant to Minnesota Statutes Chapter 429, against the property of the owner charged with the violation. For uncorrected or continued violations, the City will correct the violation and assess the charges for doing so.

**SECTION 2.** This Ordinance shall be in full force and effect upon its passage and publication according to law.

Passed by the Crosslake City Council on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Steven Roe  
Its Mayor

ATTEST:

\_\_\_\_\_  
Charlene Nelson  
City Clerk

Published on \_\_\_\_\_, 2015.

THIS DOCUMENT DRAFTED BY:

J. Brad Person  
Breen and Person  
Box 472  
Brainerd, MN 56401